AGREEMENT AMENDMENT
City Manager’s Office
701 Laurel St., Menlo Park, CA 94025
tel 650-330-6620

Amendment #: 2955.1

AGREEMENT FOR SERVICES BETWEEN
THE CITY OF MENLO PARK AND HEXAGON TRANSPORTATION CONSULTANTS, INC.

THIS FIRST AMENDMENT is made and entered into this 2/5/2021, by and
between the CITY OF MENLO PARK, a Municipal Corporation, hereinafter referred to as “CITY,” and
HEXAGON TRANSPORTATION CONSULTANTS, INC., hereinafter referred to as “FIRST PARTY.”

1. Pursuant to Section 4. COMPENSATION AND PAYMENT of Agreement No. 2955, (“Agreement”),
Section 4. COMPENSATION AND PAYMENT [amendment to section] to read as follows:

“CITY shall pay FIRST PARTY an all-inclusive fee that shall not exceed $53,670 as described in
Exhibit "A, A-1," Scope of Services. All payments shall be inclusive of all indirect and direct charges
to the Project incurred by FIRST PARTY. The CITY reserves the right to withhold payment if the
City determines that the quantity or quality of the work performed is unacceptable.”

Except as modified by this Amendment, all other terms and conditions of Agreement No. 2955 remain
the same.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day and year first
above written.

SIGNATURE PAGE TO FOLLOW
FOR FIRST PARTY:
Michelle Hunt
Signature
1/19/2021
Date
Vice President
Title
Tax ID#

APPROVED AS TO FORM:
Cara E. Silver
Cara E. Silver, Interim City Attorney
2/5/2021
Date

FOR CITY OF MENLO PARK:
Starla Jerome-Robinson
Starla Jerome-Robinson, City Manager
2/5/2021
Date

ATTEST:
Judi A. Herren, City Clerk
2/9/2021
Date
October 21, 2020

Mr. Rene Baile
City of Menlo Park
701 Laurel Street
Menlo Park, CA 94025

Re: Additional Services Proposal for the Proposed Hotel Development at 3723 Haven Avenue in Menlo Park, California

Dear Mr. Baile:

Hexagon Transportation Consultants, Inc. is currently under contract with the City of Menlo Park to prepare a Traffic Impact Analysis for the proposed hotel development at 3723 Haven Avenue in Menlo Park, California. Our original scope of services was drafted in February 2020 prior to the City of Menlo Park’s adoption of revised transportation impact analysis (TIA) guidelines that incorporate VMT thresholds of significance. Thus, we proposed evaluating VMT using a manual methodology developed in consultation with City staff. We anticipated that this analysis would cost approximately $3,500.

Subsequently, on June 16, 2020, the City Council adopted new TIA guidelines that require that we use the City of Menlo Park travel demand model to estimate VMT for the proposed new hotel development. This modeling work requires significantly more staff time than the manual methodology we originally proposed. In addition, we have been in frequent communication with City staff to pin down the analysis methodology and assumptions including multiple video conference meetings. Understandably, City staff have been cautious in reviewing the model results we have provided since the new methodology that we develop will likely be used to evaluate future hotel developments. Thus, we have provided additional model data to enable a better understanding of the model results and to assist City staff in determining the most meaningful and appropriate methodology for the evaluation of hotel developments.

To date, we have spent $13,050 on the VMT analysis. The breakdown of hours spent on this task is provided in the following table.

<table>
<thead>
<tr>
<th>Hexagon Staff</th>
<th>Hours thru 10/21/20</th>
<th>Rate</th>
<th>Labor Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Michelle Hunt</td>
<td>3</td>
<td>$245</td>
<td>$735</td>
</tr>
<tr>
<td>Ollie Zhou</td>
<td>51</td>
<td>$230</td>
<td>$11,730</td>
</tr>
<tr>
<td>Ling Jin</td>
<td>3</td>
<td>$195</td>
<td>$585</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$13,050</td>
</tr>
</tbody>
</table>

We are scheduled to participate in another video conference meeting with City staff tomorrow. It is unclear if additional modeling work will be required following that meeting. Assuming that we can complete the VMT analysis based on the model runs completed to date, we estimate that the total cost of the VMT analysis would be $14,670. Thus, we are requesting a contract amendment to increase our budget from $35,000 to $46,170 ($35,000 + $14,670 - $3,500).

4 North Second Street, Suite 400 · San Jose, California 95113 · phone 408.971.6100 · fax 408.971.6102 · www.hextrans.com
Additional model runs will be conducted upon request for an additional cost of $4,560 each.

We look forward to the successful conclusion of this project. If you have any questions, please do not hesitate to call.

Sincerely,

HEXAGON TRANSPORTATION CONSULTANTS, INC.

Michelle Hunt
Vice President
December 4, 2020

Mr. Rene Baile
City of Menlo Park
701 Laurel Street
Menlo Park, CA 94025

Re: Additional Services Proposal for the Proposed Hotel Development at 3723 Haven Avenue in Menlo Park, California

Dear Mr. Baile:

The City has requested the following task that is beyond the scope of work outlined in our original contract:

1. **Update 2040 Cumulative Conditions.** Cumulative (year 2040) traffic volumes were obtained from the 2040 forecasts developed by Kittelson & Associates, Inc. for the City of Menlo Park General Plan EIR certified in December 2016. The approved and pending projects list was updated in December 2020 and the updated list now included an extra 107 dwelling units for the 123 Independence Drive project that was not captured by the ConnectMenlo program level EIR. The cumulative (year 2040) traffic volumes will be updated to include the trips generated by the extra 107 units for the 123 Independence Drive project. Intersection levels of service under cumulative no project and cumulative with project conditions will be updated accordingly.

The cost of the above additional services is $7,500. Including our original contract agreement for $35,000, and additional services proposal #1 (dated 10/21/2020) for $11,170, this would bring our total budget to $53,670.

We look forward to the successful conclusion of this project. If you have any questions, please do not hesitate to call.

Sincerely,

**HEXAGON TRANSPORTATION CONSULTANTS, INC.**

Michelle Hunt
Vice President
# PROFESSIONAL SERVICES AGREEMENT

City Manager's Office  
701 Laurel St., Menlo Park, CA 94025  
tel 650-330-6620

<table>
<thead>
<tr>
<th>Agreement #:</th>
<th>2955</th>
</tr>
</thead>
</table>

## AGREEMENT FOR SERVICES BETWEEN  
THE CITY OF MENLO PARK AND HEXAGON TRANSPORTATION CONSULTANTS, INC.

THIS AGREEMENT made and entered into at Menlo Park, California, this 5/29/2020, by and between the CITY OF MENLO PARK, a Municipal Corporation, hereinafter referred to as "CITY," and HEXAGON TRANSPORTATION CONSULTANTS, INC., hereinafter referred to as "FIRST PARTY."

WITNESSETH:

WHEREAS, CITY desires to retain FIRST PARTY to provide certain professional services for CITY in connection with that certain project called: Traffic impact analysis for the proposed hotel development at 3723 Haven Avenue

WHEREAS, FIRST PARTY is licensed to perform said services and desires to and does hereby undertake to perform said services.

NOW, THEREFORE, IN CONSIDERATION OF THE MUTUAL COVENANTS, PROMISES AND CONDITIONS of each of the parties hereto, it is hereby agreed as follows:

## 1. SCOPE OF WORK

In consideration of the payment by CITY to FIRST PARTY, as hereinafter provided, FIRST PARTY agrees to perform all the services as set forth in Exhibit "A," Scope of Services.

## 2. SCHEDULE FOR WORK

FIRST PARTY's proposed schedule for the various services required pursuant to this agreement will be as set forth in Exhibit "A," Scope of Services. CITY will be kept informed as to the progress of work by written reports, to be submitted monthly or as otherwise required in Exhibit "A." Neither party shall hold the other responsible for damages or delay in performance caused by acts of God, strikes, lockouts, accidents or other events beyond the control of the other, or the other's employees and agents.

FIRST PARTY shall commence work immediately upon receipt of a "Notice to Proceed" from CITY. The "Notice to Proceed" date shall be considered the "effective date" of the agreement, as used herein, except as otherwise specifically defined. FIRST PARTY shall complete all the work and deliver to CITY all project related files, records, and materials within one month after completion of all of FIRST PARTY's activities required under this agreement.

## 3. PROSECUTION OF WORK

FIRST PARTY will employ a sufficient staff to prosecute the work diligently and continuously and will complete the work in accordance with the schedule of work approved by the CITY. (See Exhibit "A," Scope of Services.)
4. COMPENSATION AND PAYMENT

A. CITY shall pay FIRST PARTY an all-inclusive fee that shall not exceed $35,000 as described in Exhibit "A," Scope of Services. All payments shall be inclusive of all indirect and direct charges to the Project incurred by FIRST PARTY. The CITY reserves the right to withhold payment if the City determines that the quantity or quality of the work performed is unacceptable.

B. FIRST PARTY’s fee for the services as set forth herein shall be considered as full compensation for all indirect and direct personnel, materials, supplies and equipment, and services incurred by FIRST PARTY and used in carrying out or completing the work.

C. Payments shall be monthly for the invoice amount or such other amount as approved by CITY. As each payment is due, the FIRST PARTY shall submit a statement describing the services performed to CITY. This statement shall include, at a minimum, the project title, agreement number, the title(s) of personnel performing work, hours spent, payment rate, and a listing of all reimbursable costs. CITY shall have the discretion to approve the invoice and the work completed statement. Payment shall be for the invoice amount or such other amount as approved by CITY.

D. Payments are due upon receipt of written invoices. CITY shall have the right to receive, upon request, documentation substantiating charges billed to CITY. CITY shall have the right to perform an audit of the FIRST PARTY’s relevant records pertaining to the charges.

5. EQUAL EMPLOYMENT OPPORTUNITY

A. FIRST PARTY, with regard to the work performed by it under this agreement shall not discriminate on the grounds of race, religion, color, national origin, sex, handicap, marital status or age in the retention of sub-consultants, including procurement of materials and leases of equipment.

B. FIRST PARTY shall take affirmative action to insure that employees and applicants for employment are treated without regard to their race, color, religion, sex, national origin, marital status or handicap. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment advertising; layoff or termination; rates of pay or other forms of compensation and selection for training including apprenticeship.

C. FIRST PARTY shall post in prominent places, available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause.

D. FIRST PARTY shall state that all qualified applications will receive consideration for employment without regard to race, color, religion, sex, national origin, marital status or handicap.

E. FIRST PARTY shall comply with Title VI of the Civil Rights Act of 1964 and shall provide such reports as may be required to carry out the intent of this section.

F. FIRST PARTY shall incorporate the foregoing requirements of this section in FIRST PARTY’s agreement with all sub-consultants.

6. ASSIGNMENT OF AGREEMENT AND TRANSFER OF INTEREST

A. FIRST PARTY shall not assign this agreement, and shall not transfer any interest in the same (whether by assignment or novation), without prior written consent of the CITY thereto, provided, however, that claims for money due or to become due to the FIRST PARTY from the CITY under this agreement may be assigned to a bank, trust company, or other financial institution without such approval. Notice of an intended assignment or transfer shall be furnished promptly to the CITY.

B. In the event there is a change of more than 30 percent of the stock ownership or ownership in FIRST PARTY from the date of this agreement is executed, then CITY shall be notified before the date of said change of stock ownership or interest and CITY shall have the right, in event of such change in stock ownership or interest, to terminate this agreement upon notice to FIRST PARTY. In the event CITY is not notified of any such change in stock ownership or interest, then upon knowledge of same, it shall be deemed that CITY has terminated this agreement.
7. INDEPENDENT WORK CONTROL

It is expressly agreed that in the performance of the service necessary for compliance with this agreement, FIRST PARTY shall be and is an independent contractor and is not an agent or employee of CITY. FIRST PARTY has and shall retain the right to exercise full control and supervision of the services and full control over the employment, direction, compensation and discharge of all persons assisting FIRST PARTY in the performance of FIRST PARTY’s services hereunder. FIRST PARTY shall be solely responsible for its own acts and those of its subordinates and employees.

8. CONSULTANT QUALIFICATIONS

It is expressly understood that FIRST PARTY is licensed and skilled in the professional calling necessary to perform the work agreed to be done by it under this agreement and CITY relies upon the skill of FIRST PARTY to do and perform said work in a skillful manner usual to the profession. The acceptance of FIRST PARTY’s work by CITY does not operate as a release of FIRST PARTY from said understanding.

9. NOTICES

All notices hereby required under this agreement shall be in writing and delivered in person or sent by certified mail, postage prepaid or by overnight courier service. Notices required to be given to CITY shall be addressed as follows:

Nikki Nagaya  
Public Works  
City of Menlo Park  
701 Laurel St.  
Menlo Park, CA 94025  
650-330-6740  
nmmelgar@menlopark.org

Notices required to be given to FIRST PARTY shall be addressed as follows:

Michelle Hunt  
Hexagon Transportation Consultants, Inc.

Provided that any party may change such address by notice, in writing, to the other party and thereafter notices shall be addressed and transmitted to the new address.

10. HOLD HARMLESS

The FIRST PARTY shall defend, indemnify and hold harmless the CITY, its subsidiary agencies, their officers, agents, employees and servants from all claims, suits or actions that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the FIRST PARTY brought for, or on account of, injuries to or death of any person or damage to property resulting from the performance of any work required by this agreement by FIRST PARTY, its officers, agents, employees and servants. Nothing herein shall be construed to require the FIRST PARTY to defend, indemnify or hold harmless the CITY, its subsidiary agencies, their officers, agents, employees and servants against any responsibility to liability in contravention of Section 2782.8 of the California Civil Code.
11. INSURANCE

A. FIRST PARTY shall not commence work under this agreement until all insurance required under this Section has been obtained and such insurance has been approved by the City, with certificates of insurance evidencing the required coverage.

B. There shall be a contractual liability endorsement extending the FIRST PARTY’s coverage to include the contractual liability assumed by the FIRST PARTY pursuant to this agreement. These certificates shall specify or be endorsed to provide that thirty (30) days' notice must be given, in writing, to the CITY, at the address shown in Section 9, of any pending cancellation of the policy. FIRST PARTY shall notify CITY of any pending change to the policy. All certificates shall be filed with the City.

1. Workers’ compensation and employer’s liability insurance:
   The FIRST PARTY shall have in effect during the entire life of this agreement workers’ compensation and Employer’s Liability Insurance providing full statutory coverage. In signing this agreement, the FIRST PARTY makes the following certification, required by Section 18161 of the California Labor Code: "I am aware of the provisions of Section 3700 of the California Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of the Code, and I will comply with such provisions before commencing the performance of the work of this agreement" (not required if the FIRST PARTY is a Sole Proprietor).

2. Liability insurance:
   The FIRST PARTY shall take out and maintain during the life of this agreement such Bodily Injury Liability and Property Damage Liability Insurance (Commercial General Liability Insurance) on an occurrence basis as shall protect it while performing work covered by this agreement from any and all claims for damages for bodily injury, including accidental death, as well as claims for property damage which may arise from the FIRST PARTY's operations under this agreement, whether such operations be by FIRST PARTY or by any sub-consultant or by anyone directly or indirectly employed by either of them. The amounts of such insurance shall be not less than one million dollars ($1,000,000) per occurrence and one million dollars ($1,000,000) in aggregate, or one million dollars ($1,000,000) combined single limit bodily injury and property damage for each occurrence. FIRST PARTY shall provide the CITY with acceptable evidence of coverage, including a copy of all declarations of coverage exclusions. FIRST PARTY shall maintain Automobile Liability Insurance pursuant to this agreement in an amount of not less than one million dollars ($1,000,000) for each accident combined single limit or not less than one million dollars ($1,000,000) for any one (1) person, and one million dollars ($1,000,000) for any one (1) accident, and Three Hundred Thousand Dollars, ($300,000) property damage.

3. Professional liability insurance:
   FIRST PARTY shall maintain a policy of professional liability insurance, protecting it against claims arising out of the negligent acts, errors, or omissions of FIRST PARTY pursuant to this agreement, in the amount of not less than one million dollars ($1,000,000) per claim and in the aggregate. Said professional liability insurance is to be kept in force for not less than one (1) year after completion of services described herein.

C. CITY and its subsidiary agencies, and their officers, agents, employees and servants shall be named as additional insured on any such policies of Commercial General Liability and Automobile Liability Insurance, (but not for the Professional Liability and workers' compensation), which shall also contain a provision that the insurance afforded thereby to the CITY, its subsidiary agencies, and their officers, agents, employees, and servants shall be primary insurance to the full limits of liability of the policy, and that if the CITY, its subsidiary agencies and their officers and employees have other insurance against a loss covered by a policy, such other insurance shall be excess insurance only.

D. In the event of the breach of any provision of this Section, or in the event any notice is received which indicates any required insurance coverage will be diminished or canceled, CITY, at its option, may, notwithstanding any other provision of this agreement to the contrary, immediately declare a material breach of this agreement and suspend all further work pursuant to this agreement.

E. Before the execution of this agreement, any deductibles or self-insured retentions must be declared to and approved by CITY.
12. PAYMENT OF PERMITS/LICENSES

Contractor shall obtain any license, permit, or approval if necessary from any agency whatsoever for the work/services to be performed, at his/her own expense, before commencement of said work/services or forfeit any right to compensation under this agreement.

13. RESPONSIBILITY AND LIABILITY FOR SUB-CONSULTANTS AND/OR SUBCONTRACTORS

Approval of or by CITY shall not constitute nor be deemed a release of responsibility and liability of FIRST PARTY or its sub-consultants and/or subcontractors for the accuracy and competency of the designs, working drawings, specifications or other documents and work, nor shall its approval be deemed to be an assumption of such responsibility by CITY for any defect in the designs, working drawings, specifications or other documents prepared by FIRST PARTY or its sub-consultants and/or subcontractors.

14. OWNERSHIP OF WORK PRODUCT

Work products of FIRST PARTY for this project, which are delivered under this agreement or which are developed, produced and paid for under this agreement, shall become the property of CITY. The reuse of FIRST PARTY’s work products by City for purposes other than intended by this agreement shall be at no risk to FIRST PARTY.

15. REPRESENTATION OF WORK

Any and all representations of FIRST PARTY, in connection with the work performed or the information supplied, shall not apply to any other project or site, except the project described in Exhibit "A" or as otherwise specified in Exhibit "A."

16. TERMINATION OF AGREEMENT

A. CITY may give thirty (30) days written notice to FIRST PARTY, terminating this agreement in whole or in part at any time, either for CITY’s convenience or because of the failure of FIRST PARTY to fulfill its contractual obligations or because of FIRST PARTY’s change of its assigned personnel on the project without prior CITY approval. Upon receipt of such notice, FIRST PARTY shall:
   1. Immediately discontinue all services affected (unless the notice directs otherwise); and
   2. Deliver to the CITY all data, drawings, specifications, reports, estimates, summaries, and such other information and materials as may have been accumulated or produced by FIRST PARTY in performing work under this agreement, whether completed or in process.

B. If termination is for the convenience of CITY, an equitable adjustment in the contract price shall be made, but no amount shall be allowed for anticipated profit on unperformed services.

C. If the termination is due to the failure of FIRST PARTY to fulfill its agreement, CITY may take over the work and prosecute the same to completion by agreement or otherwise. In such case, FIRST PARTY shall be liable to CITY for any reasonable additional cost occasioned to the CITY thereby.

D. If, after notice of termination for failure to fulfill agreement obligations, it is determined that FIRST PARTY had not so failed, the termination shall be deemed to have been effected for the convenience of the CITY. In such event, adjustment in the contract price shall be made as provided in Paragraph B of this Section.

E. The rights and remedies of the CITY provided in this Section are in addition to any other rights and remedies provided by law or under this agreement.

F. Subject to the foregoing provisions, the CITY shall pay FIRST PARTY for services performed and expenses incurred through the termination date.
17. INSPECTION OF WORK

It is FIRST PARTY's obligation to make the work product available for CITY's inspections and periodic reviews upon request by CITY.

18. COMPLIANCE WITH LAWS

It shall be the responsibility of FIRST PARTY to comply with all State and Federal Laws applicable to the work and services provided pursuant to this agreement, including but not limited to compliance with prevailing wage laws, if applicable.

19. BREACH OF AGREEMENT

A. This agreement is governed by applicable federal and state statutes and regulations. Any material deviation by FIRST PARTY for any reason from the requirements thereof, or from any other provision of this agreement, shall constitute a breach of this agreement and may be cause for termination at the election of the CITY.

B. The CITY reserves the right to waive any and all breaches of this agreement, and any such waiver shall not be deemed a waiver of any previous or subsequent breaches. In the event the CITY chooses to waive a particular breach of this agreement, it may condition same on payment by FIRST PARTY of actual damages occasioned by such breach of agreement.

20. SEVERABILITY

The provisions of this agreement are severable. If any portion of this agreement is held invalid by a court of competent jurisdiction, the remainder of the agreement shall remain in full force and effect unless amended or modified by the mutual consent of the parties.

21. CAPTIONS

The captions of this agreement are for convenience and reference only and shall not define, explain, modify, limit, exemplify, or aid in the interpretation, construction, or meaning of any provisions of this agreement.

22. LITIGATION OR ARBITRATION

In the event that suit or arbitration is brought to enforce the terms of this agreement, the prevailing party shall be entitled to litigation costs and reasonable attorneys' fees. The Dispute Resolution provisions are set forth on Exhibit "B," 'Dispute Resolution' attached hereto and by this reference incorporated herein.

23. RETENTION OF RECORDS

Contractor shall maintain all required records for three years after the City makes final payment and all other pending matters are closed, and shall be subject to the examination and/or audit of the City, a federal agency, and the state of California.

24. TERM OF AGREEMENT

This agreement shall remain in effect for the period of May 1, 2020 through June 30, 2021 unless extended, amended, or terminated in writing by CITY.
25. ENTIRE AGREEMENT

This document constitutes the sole agreement of the parties hereto relating to said project and states the rights, duties, and obligations of each party as of the document's date. Any prior agreement, promises, negotiations, or representations between parties not expressly stated in this document are not binding. All modifications, amendments, or waivers of the terms of this agreement must be in writing and signed by the appropriate representatives of the parties to this agreement.

26. STATEMENT OF ECONOMIC INTEREST

Consultants, as defined by Section 18701 of the Regulations of the Fair Political Practices Commission, Title 2, Division 6 of the California Code of Regulations, are required to file a Statement of Economic Interests with 30 days of approval of a contract services agreement with the City of its subdivisions, on an annual basis thereafter during the term of the contract, and within 30 days of completion of the contract.

Based upon review of the Consultant’s Scope of Work and determination by the City Manager, it is determined that Consultant IS NOT required to file a Statement of Economic Interest. A statement of Economic Interest shall be filed with the City Clerk’s office no later than 30 days after the execution of the agreement.

IN WITNESS WHEREOF, the parties hereto have executed this agreement on the day and year first above written.

FOR FIRST PARTY:

Michelle Hunt

5/14/2020

Date

Vice President

Title

Printed name

Tax ID#

FORM:

Cara E. Silver, Interim City Attorney

5/15/2020

Date

STARLA JEROME-ROBINSON

5/26/2020

Date

ATTEST:

Judi A. Herren, City Clerk

5/29/2020

Date

CC Rev 20200301
EXHIBIT “A” – SCOPE OF SERVICES

A1. SCOPE OF WORK

FIRST PARTY agrees to provide consultant services for CITY’s Public Works. In the event of any discrepancy between any of the terms of the FIRST PARTY’s proposal and those of this agreement, the version most favorable to the CITY shall prevail. FIRST PARTY shall provide the following services:

Provide general consultant services for projects as determined by the CITY. The detailed scope of work for each task the CITY assigns the consultant shall be referred to as Exhibit A-1, which will become part of this agreement. A notice to proceed will be issued separately for each separate scope of work agreed to between the CITY and FIRST PARTY.

FIRST PARTY agrees to perform these services as directed by the CITY in accordance with the standards of its profession and CITY’s satisfaction.

A2. COMPENSATION

CITY hereby agrees to pay FIRST PARTY at the rates to be negotiated between FIRST PARTY and CITY as detailed in Exhibit A-1. The actual charges shall be based upon (a) FIRST PARTY’s standard hourly rate for various classifications of personnel; (b) all fees, salaries and expenses to be paid to engineers, consultants, independent contractors, or agents employed by FIRST PARTY; and shall (c) include reimbursement for mileage, courier and plan reproduction. The total fee for each separate Scope of Work agreed to between the CITY and FIRST PARTY shall not exceed the amount shown in Exhibit A-1.

FIRST PARTY shall be paid within thirty (30) days after approval of billing for work completed and approved by the CITY. Invoices shall be submitted containing all information contained in Section A5 below. In no event shall FIRST PARTY be entitled to compensation for extra work unless an approved change order, or other written authorization describing the extra work and payment terms, has been executed by CITY before the commencement of the work.

A3. SCHEDULE OF WORK

FIRST PARTY’S proposed schedule for the various services required will be set forth in Exhibit A-1.

A4. CHANGES IN WORK -- EXTRA WORK

In addition to services described in Section A1, the parties may from time to time agree in writing that FIRST PARTY, for additional compensation, shall perform additional services including but not limited to:

- Change in the services because of changes in scope of the work.
- Additional tasks not specified herein as required by the CITY.

The CITY and FIRST PARTY shall agree in writing to any changes in compensation and/or changes in FIRST PARTY’s services before the commencement of any work. If FIRST PARTY deems work he/she has been directed to perform is beyond the scope of this agreement and constitutes extra work, FIRST PARTY shall immediately inform the CITY in writing of the fact. The CITY shall make a determination as to whether such work is in fact beyond the scope of this agreement and constitutes extra work. In the event that the CITY determines that such work does constitute extra work, it shall provide compensation to the FIRST PARTY in accordance with an agreed cost that is fair and equitable. This cost will be mutually agreed upon by the CITY and FIRST PARTY. A supplemental agreement providing for such compensation for extra work shall be negotiated between the CITY and the FIRST PARTY. Such supplemental agreement shall be executed by the FIRST PARTY and may be approved by the City Manager upon recommendation of the Department Head.
**A5. BILLINGS**

FIRST PARTY’s bills shall include the following information: A brief description of services performed, project title and the agreement number; the date the services were performed; the number of hours spent and by whom; the current contract amount; the current invoice amount. Except as specifically authorized by CITY, FIRST PARTY shall not bill CITY for duplicate services performed by more than one person. In no event shall FIRST PARTY submit any billing for an amount in excess of the maximum amount of compensation provided in Section A2.

The expenses of any office, including furniture and equipment rental, supplies, salaries of employees, telephone calls, postage, advertising, and all other expenses incurred by FIRST PARTY in the performances of this agreement shall be incurred at the FIRST PARTY’s discretion. Such expenses shall be FIRST PARTY’s sole financial responsibility.
EXHIBIT “B” - DISPUTE RESOLUTION

B1.0 All claims, disputes and other matters in question between the FIRST PARTY and CITY arising out of, or relating to, the contract documents or the breach thereof, shall be resolved as follows:

B2.0 Mediation
B2.1 The parties shall attempt in good faith first to mediate such dispute and use their best efforts to reach agreement on the matters in dispute. After a written demand for non-binding mediation, which shall specify in detail the facts of the dispute, and within ten (10) days from the date of delivery of the demand, the matter shall be submitted to a mutually agreeable mediator. The Mediator shall hear the matter and provide an informal opinion and advice, none of which shall be binding upon the parties, but is expected by the parties to help resolve the dispute. Said informal opinion and advice shall be submitted to the parties within twenty (20) days following written demand for mediation. The Mediator’s fee shall be shared equally by the parties. If the dispute has not been resolved, the matter shall be submitted to arbitration in accordance with Paragraph B3.1.

B3.0 Arbitration
B3.1 Any dispute between the parties that is to be resolved by arbitration as provided in Paragraph B2.1 shall be settled and decided by arbitration conducted by the American Arbitration Association in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association, as then in effect, except as provided below. Any such arbitration shall be held before three arbitrators who shall be selected by mutual agreement of the parties; if agreement is not reached on the selection of the arbitrators within fifteen (15) days, then such arbitrator(s) shall be appointed by the presiding Judge of the court of jurisdiction of the agreement.

B3.2 The provisions of the Construction Industry Arbitration Rules of the American Arbitration Association shall apply and govern such arbitration, subject, however to the following:
B3.3 Any demand for arbitration shall be writing and must be made within a reasonable time after the claim, dispute or other matter in question as arisen. In no event shall the demand for arbitration be made after the date that institution of legal or equitable proceedings based on such claim, dispute or other matter would be barred by the applicable statute of limitations.
B3.4 The arbitrator or arbitrators appointed must be former or retired judges, or attorneys at law with last ten (10) years’ experience in construction litigation.
B3.5 All proceedings involving the parties shall be reported by a certified shorthand court reporter, and written transcripts of the proceedings shall be prepared and made available to the parties.
B3.6 The arbitrator or arbitrators must be made within and provide to the parties factual findings and the reasons on which the decisions of the arbitrator or arbitrators is based.
B3.7 Final decision by the arbitrator or arbitrators must be made within ninety (90) days from the date of the arbitration proceedings are initiated.
B3.8 The prevailing party shall be awarded reasonable attorneys’ fees, expert and non-expert witness costs and expenses, and other costs and expenses incurred in connection with the arbitration, unless the arbitrator or arbitrators for good cause determine otherwise.
B3.9 Costs and fees of the arbitrator or arbitrators shall be borne by the non-prevailing party, unless the arbitrator or arbitrators for good cause determine otherwise.
B3.10 The award or decision of the arbitrator or arbitrators, which may include equitable relief, shall be final, and judgment may be entered on it in accordance with applicable law in any court having jurisdiction over the matter.
February 10, 2020

Mr. Rene Baile
City of Menlo Park
701 Laurel Street
Menlo Park, CA 94025

Re: Proposal to Prepare a Traffic Impact Analysis for the Proposed Hotel Development at 3723 Haven Avenue in Menlo Park, California

Dear Mr. Baile:

Hexagon Transportation Consultants, Inc. is pleased to submit this proposal to prepare a Traffic Impact Analysis for the hotel development at 3723 Haven Avenue in Menlo Park, California. The project would consist of a 167-room hotel including a lounge, fitness center and library above a three-level parking garage. The project would replace a one-story building on site that contains office and warehouse space.

Scope of Services

The purpose of the traffic study is to identify any traffic impacts in accordance with City of Menlo Park standards and procedures. In December 2018, the California Natural Resources Agency certified and adopted the CEQA Guidelines update package, including the Guidelines section implementing Senate Bill 743. The guidelines state that level of service will no longer be considered to be an environmental impact under CEQA and that vehicle-miles-travelled (VMT) is the most appropriate measure of transportation impact. While cities have until July 2020 to adopt new VMT procedures, a recent ruling issued by the Third District Court affirms that automobile delay no longer constitutes a significant impact on the environment under CEQA. Thus, the CEQA transportation impact analysis will be based on an evaluation of the project’s VMT.

Nevertheless, a level of service analysis will be conducted for disclosure purposes. It is not anticipated that the project would generate more than 100 peak-hour trips on CMP facilities. Therefore, an analysis in accordance with the C/CAG’s CMP guidelines, as well as a C/CAG checklist, will not be required. The traffic study will include an analysis of weekday AM and PM peak-hour traffic conditions and will determine the effect of the proposed project on key intersections in the vicinity of the site. Because the project would generate only about 70 net peak-hour trips, its effect would extend to only a small area in the vicinity of the site. The intersections we propose to study are identified below.

Study Intersections:

1. Marsh Road (SR 84) and Bayfront Expressway (SR 84)
2. Marsh Road (SR 84) and US 101 Northbound Off Ramp
3. Marsh Road (SR 84) and US 101 Southbound Off Ramp
4. Chrysler Drive and Bayfront Expressway (SR 84)
5. Chilco Street and Bayfront Expressway (SR 84)
6. Willow Road (SR 114) and Bayfront Expressway (SR 84)
7. University Avenue (SR 109) and Bayfront Expressway (SR 84)
The tasks to be included in the traffic analysis are:

1. **Site Reconnaissance.** The physical characteristics of the site and the surrounding roadway network will be reviewed to identify existing roadway cross-sections, intersection lane configurations, traffic control devices, and surrounding land uses.

2. **Observation of Existing Traffic Conditions in the Study Area.** Existing traffic conditions will be observed in the field in order to identify any operational deficiencies and to confirm the accuracy of calculated levels of service.

3. **Data Collection.** Existing weekday AM (7:00 – 9:00 AM) and PM (4:00 – 6:00 PM) peak-hour traffic volumes will be obtained from the City of Menlo Park and/or previous studies with counts conducted in the years 2019 or 2020.

4. **Evaluation of Existing Conditions.** Existing traffic conditions will be evaluated based on existing traffic volumes at the study intersections. The existing traffic conditions at the study intersections will be evaluated using the software VISTRO, which employs the **2010 Highway Capacity Manual** (HCM) methodology for intersection analyses. The VISTRO calculations will be adjusted as necessary to reflect observed traffic conditions.

5. **Evaluation of Background Conditions.** Background traffic volumes represent the existing volumes plus the projected volumes from approved developments that have not yet been constructed and occupied. The City of Menlo Park will provide a list of approved developments and available traffic studies for approved projects. Intersection levels of service under background conditions will be evaluated.

6. **Project Trip Generation, Distribution, and Assignment.** Estimates of trips to be added to the surrounding roadway network by the proposed hotel development will be based on the trip generation rates recommended by the Institute of Traffic Engineers' **Trip Generation Manual, 10th Edition**. A 20% transportation demand management (TDM) reduction will be applied in accordance with Menlo Park requirements. The trip generation estimate for the proposed project will give credit for the trips generated by the existing building on site. The trip generation of the existing buildings will be estimated using ITE rates. The directional distribution of site-generated traffic will be forecast based on the information obtained from the City of Menlo Park Travel Demand Model. The site-generated net traffic will be assigned to the roadway network based on the trip generation and distribution pattern discussed above.

7. **Evaluation of Background Plus Project Conditions.** Project-generated traffic will be added to the background condition traffic volumes. Intersection level of service calculations will be conducted to estimate project traffic conditions during the AM and PM peak hours after project completion. Intersection operations with the development of the proposed project will be evaluated relative to background conditions.

8. **Cumulative Conditions.** Hexagon will use the 2040 model run results for the City of Menlo Park General Plan EIR certified in December 2016 to describe operating conditions at the study intersections under cumulative conditions. Volumes will be interpolated for
study intersections not included in the model. Hexagon will determine whether the proposed project is included in the existing forecasts. If not, the forecasts will be adjusted to include the proposed project.

9. **VMT Analysis**. The City of Menlo Park has not yet adopted an analysis methodology or significance thresholds related to VMT. This scope and budget assume that the vehicle miles travelled (VMT) associated with the proposed project will be estimated using a manual methodology developed in consultation with City staff.

10. **Site Access and On-Site Circulation**. A review of the project site plan will be performed to determine the overall adequacy of the site access and on-site circulation in accordance with generally accepted traffic engineering standards and to identify any access or circulation issues that should be improved. Sight distance will be checked at the project driveways. Parking will be evaluated relative to the City of Menlo Park Parking Code.

11. **Evaluation of Vehicle Queuing**. For selected locations where the project would add a significant number of left-turning vehicles, the adequacy of existing/planned storage at turn pockets will be assessed by means of comparison with expected maximum vehicle queues. Vehicle queues will be estimated using a Poisson probability distribution.

12. **Bicycle, Pedestrian, and Transit Facilities**. A qualitative analysis of the project’s effect on transit service in the area and on bicycle and pedestrian circulation in the study area will be included in the traffic report. Any impacts of the project on the nearby facilities will be identified and improvements recommended to mitigate the impacts.

13. **Description of Impacts and Recommendations**. Based on the results of the VMT analysis, project impacts will be identified and described. Mitigation measures will be recommended, as appropriate, that could avoid or reduce a significant impact including implementation of an enhanced TDM Plan or in-lieu fees to fund regional VMT-reduction programs such as an expansion of the Marsh Road shuttle. Recommendations also will be formulated that identify the locations and types of improvements or modifications necessary to remedy deficiencies related to intersection levels of service or queue storage under near term and long-range conditions. Improvements could include street widenings, lane additions, changes in lane usage, or modifications to existing traffic signals, which will be consistent with the mitigation measures proposed in the City’s General Plan Update - ConnectMenlo.

14. **Meetings**. The fee estimate includes Hexagon staff attendance at three meetings in connection with the project: one staff meeting, one Planning Commission meeting, and one City Council meeting. Additional meeting attendance would be provided as additional services and will be billed based on staff time plus expenses.

15. **Reports**. Our findings and recommendations will be summarized in a draft transportation impact analysis report. Hexagon will revise the report based on City comments.

16. **Additional Services**. Any work not specifically referenced in the above Scope of Services—for example analyzing additional project alternatives, analyzing additional intersections, conducting new traffic counts, analyzing freeway segments or freeway
ramps, running the Menlo Park or C/CAG travel demand forecast model, preparing conceptual drawings and cost estimates for recommended improvements, preparing or conducting a peer review of the project’s TDM Plan, and attending additional meetings—shall be considered additional services

**Time of Performance**

Barring any unforeseen delays, an administrative draft traffic analysis report will be submitted approximately six weeks after 1) authorization to proceed, and (2) receipt of required count data and information regarding approved projects. The final traffic report will be delivered one week after receipt of all review comments.

**Cost of Services**

The fee for the scope of services will be based on time and expenses up to a maximum budget of $35,000.

We appreciate your consideration of Hexagon Transportation Consultants for this assignment. If you have any questions, please do not hesitate to call.

Sincerely,

HEXAGON TRANSPORTATION CONSULTANTS, INC.

[Signature]

Michelle Hunt
Vice President

**Hexagon 2020 Billing Rates**

<table>
<thead>
<tr>
<th>Professional Classification</th>
<th>Rate per Hour</th>
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<tbody>
<tr>
<td>President</td>
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<td>Senior CAD Tech</td>
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Direct expenses are billed at actual costs, with the exception of mileage, which is reimbursed at the current rate per mile set by the IRS. Billing rates shown are effective January 1, 2020 and subject to change January 1, 2021.