

# CONSULTANT AGREEMENT

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



Agreement #: 2962

## AGREEMENT FOR SERVICES BETWEEN THE CITY OF MENLO PARK AND WEST YOST ASSOCIATES

THIS AGREEMENT made and entered into at Menlo Park, California, this 5/26/2020,  
by and between the CITY OF MENLO PARK, a Municipal Corporation, hereinafter referred to as  
"CITY," and WEST YOST ASSOCIATES, 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: Water Supply Assessment – Facebook Willow Village

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 \$40,400 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:

Kyle Perata  
Community Development  
City of Menlo Park  
701 Laurel St.  
Menlo Park, CA 94025  
650-330-6721  
kperata@menlopark.org

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

Jeffrey D. Pelz, Vice President  
West Yost Associate  
1001 Galaxy Way, Suite 310  
Concord, CA 94520  
925-949-5810  
jpelz@westyost.com

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:**

DocuSigned by:  
  
D1FA3DFFD2CE4E5...

Signature

Jeffrey D. Pelz

Printed name

68-0370826

Tax ID#

5/26/2020

Date

Vice President

Title

**APPROVED AS TO FORM:**


DocuSigned by:  
  
CD6C53C794F6491...

Cara E. Silver, Interim City Attorney

5/26/2020

Date

**FOR CITY OF MENLO PARK:**

DocuSigned by:  
  
6BD907BD261744C...

Starla Jerome-Robinson, City Manager

5/26/2020

Date

**ATTEST:**

DocuSigned by:  
  
39280A20D0BE491...

Judi A. Herren, City Clerk

5/26/2020

Date

**EXHIBIT "A" – SCOPE OF SERVICES****A1. SCOPE OF WORK**

FIRST PARTY agrees to provide consultant services for CITY's Community Development. 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 Interim Community Development Director.



**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.



April 9, 2020

SENT VIA: EMAIL

Mr. Kyle Perata  
City of Menlo Park  
701 Laurel Street  
Menlo Park, CA 94025

**SUBJECT:** Proposal for Engineering Services – Preparation of a Water Supply Assessment for the Proposed Facebook Willow Village Project

Dear Kyle,

As requested, the following is West Yost Associates' (West Yost) proposed Scope of Work to provide the City of Menlo Park (City) with engineering services related to the preparation of a Water Supply Assessment (WSA) for the proposed Facebook Willow Village Project (Proposed Project) located in Menlo Park, California, and within the Menlo Park Municipal Water (MPMW) service area.

### **PROJECT UNDERSTANDING**

Facebook has developed a master plan for the Proposed Project area that will redevelop an existing commercial/industrial space with a new 59-acre mixed-use neighborhood providing housing, retail hub, grocery store, hotel and outdoor and open space. Proposed development includes, but is not limited to, the following:

- 1.75 million square feet of office space
- 125,000 to 200,000 square feet of retail space
- Up to 1,735 housing units
- A 250-room hotel
- Open space, parks and linkages to regional trails

California Senate Bill 610 (SB 610) amended state law, effective January 1, 2002, to improve the link between information on water supply availability and certain land use decisions made by cities and counties. SB 610 sought to promote more collaborative planning between local water suppliers and cities and counties, requiring detailed information regarding water availability to be provided to the city and county decision-makers prior to approval of specified large development projects. The purpose of this coordination is to ensure that prudent water supply planning has been

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conducted and that planned water supplies are adequate to meet existing demands, anticipated demands from approved projects and tentative maps, and the demands of proposed projects.

SB 610 amended California Water Code sections 10910 through 10915 (inclusive) to require land use lead agencies to:

- Identify any public water purveyor that may supply water for a proposed development project; and
- Request a WSA from the identified water purveyor.

The purpose of the WSA is to demonstrate the sufficiency of the purveyor's water supplies to satisfy the water demands of the proposed project, while still meeting the water purveyor's existing and planned future uses. Water Code sections 10910 through 10915 delineate the specific information that must be included in the WSA.

The Proposed Project will be served by MPMW's existing potable water system. Based on the description of the Proposed Project, a WSA will be required in compliance with the requirements of SB 610.

Our proposed Scope of Work to prepare the WSA is described below.

## **SCOPE OF WORK**

### **Task 1. Evaluate Potable Water Demands for Buildout of the Proposed Project**

MPMW evaluated future water demands for future planned development in the Bayfront Area, including the Proposed Project site, in a 2016 Water Supply Evaluation (2016 WSE) prepared for ConnectMenlo, which updated the City's General Plan land use and circulation elements. These future water demands were accounted for in MPMW's 2015 Urban Water Management Plan (2015 UWMP). In this task, West Yost will review the current development plans for the Proposed Project and calculate potable water demands for the Proposed Project, and compare those with water demands previously calculated in the 2016 WSE and included in MPMW's 2015 UWMP.

#### Task 1-1. Review Available Data

Under this task, West Yost will review available data on the Proposed Project, including the number and type of proposed commercial buildings, square footages of non-residential buildings, number of stories, anticipated occupancy, anticipated landscape area, recycled water use areas, etc.

#### Task 1-2. Calculate Water Demands for Proposed Project

Based on the information collected and reviewed in Task 1-1, West Yost will calculate the potable water demands for buildout of the Proposed Project. Previous water demand projections prepared for MPMW's Water System Master Plan (WSMP) will be reviewed to assess any changes in the projected demands within the Water Analysis Zone in which the Proposed Project is located.

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West Yost will also coordinate with the City and Project Proponents to understand any water conservation measures to be incorporated into the Proposed Project, including water efficient fixtures and landscaping which may reduce potable water use at the Proposed Project site, and/or any plans for on-site treatment and reuse of wastewater which may result in potable water demand offsets. MPMW does not currently supply non-potable (recycled water), and no non-potable water demand projections are included in MPMW's 2015 UWMP. As such, no non-potable (recycled water) demands for the Proposed Project will be assumed to be met by MPMW (except those met through on-site treatment and reuse of wastewater).

The calculated potable water demands for the Proposed Project site will be compared with those calculated for the 2016 WSE and included in MPMW's 2015 UWMP.

**Task 1 Deliverables:** West Yost will submit preliminary potable water calculations for the Proposed Project to MPMW for review and comment prior to proceeding with Task 2. West Yost has budgeted one meeting with MPMW staff to discuss comments on both the preliminary potable water demands.

## **Task 2. Prepare Water Supply Assessment**

West Yost will prepare a WSA for the Proposed Project in accordance with the requirements of SB 610 (as adopted in the California Water Code as Sections 10910-10915). The WSA will be based on information provided by the City and Project Proponents.

Projected potable water demands for the Proposed Project will be based on those calculated in Task 1. The existing and future water supply quantities and supply reliability will be as documented in the MPMW's 2015 UWMP, and will incorporate supplemental information provided by the San Francisco Public Utilities Commission (SFPUC) regarding the potential water supply impacts resulting from amendments to the Water Quality Control Plan for the San Francisco Bay/Sacramento-San Joaquin Delta Estuary which were adopted by the State Water Resources Control Board in December 2018.

The WSA will include the following:

- A description of the Proposed Project, including location, overall area, number of parcels, type of proposed development, and proposed phasing, if applicable;
- An estimation of the total water demand associated with buildout of the Proposed Project (no phasing will be evaluated in the WSA);
- A description of MPMW's current and future water supply and demand conditions, including supply entitlement and contractual amounts, supply reliability under varying hydrologic condition, and existing and anticipated future water demands;
- A description of determinations as required by SB 610, including:
  - If the Proposed Project is subject to the requirements of the California Environmental Quality Act (CEQA),
  - If the Proposed Project meets the SB 610 definition of a Project,
  - Identification of MPMW as the responsible water system, and

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- If MPMW’s 2015 UWMP includes the water demands for the Proposed Project.
- A water supply assessment for the Proposed Project including the following:
  - Identification of existing water supplies for the Proposed Project and demonstration that said supplies exist,
  - If inadequate supplies exist, identification and evaluation of options to meet water supply deficit,
  - Evaluation of the sufficiency and reliability of the proposed supply for the Proposed Project,
  - Identification of any potential conflicts that may arise from the exercise of water supply entitlements required for the Proposed Project, and
  - Proposed use and sufficiency of groundwater supplies (based on existing available data and studies).
- A determination of sufficiency of existing and future supply for the Proposed Project in accordance with the requirements of SB 610.

**Task 2 Deliverables:** Three hard copies of the Draft WSA Report, as well as one electronic copy (in PDF format), will be submitted to the City for review and comment. West Yost will attend one review meeting to discuss comments on the Draft WSA Report. Following receipt of comments on the Draft WSA Report, West Yost will prepare and submit three hard copies and one PDF copy of the Final WSA Report.

### **Task 3. Project Management, Meetings and Coordination**

West Yost will keep City staff informed as to progress on the above tasks via regularly scheduled conference calls. During the conference calls, West Yost will report on progress for on-going tasks and discuss any issues being encountered.

As described in the tasks above, West Yost also anticipates in-person meetings with the City and Project Proponents at key milestones of this Project. Meetings at the following milestones are anticipated and included in this Scope of Work:

- One project kickoff meeting to discuss the approach for the preparation of the WSA;
- One meeting at the completion of Task 1 to discuss the potable water demand calculations for the Proposed Project;
- One meeting at the completion of Task 2 to discuss any questions or comments on the Draft WSA for the Proposed Project; and
- Attendance at the City of Menlo Park Council Meeting when the Final WSA is considered for adoption to be available to respond to any questions that may arise.

Additional meetings beyond those described above are not included in this Scope of Work but could be added with an approval and associated budget augmentation by MPMW.

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#### **Optional Task 4: Prepare a Supplemental Memo to Demonstrate Consistency with the MPMW's 2020 UWMP**

It should be noted that SB 610 requires that the most recent adopted UWMP must be referenced in the Water Supply Assessment. Currently, the most recent UWMP is MPMW's 2015 UWMP which was adopted by the City in May 2016. The next update to MPMW's UWMP, the 2020 UWMP, will be due to the California Department of Water Resources by July 1, 2021.

Based on the project timeline, it is possible that MPMW's 2020 UWMP may be adopted before the Proposed Project is approved. If this is the case, revisions to the Water Supply Assessment may be required to demonstrate consistency with MPMW's 2020 UWMP. For budgeting purposes, it is assumed the Water Supply Assessment will be completed prior to the City's adoption of a 2020 UWMP and will be based on MPMW's 2015 UWMP. However, if approvals for the Proposed Project extend beyond the City's adoption of its 2020 UWMP, a supplemental memorandum may be required and would be prepared under this optional task to describe the changes in the 2020 UWMP and how it impacts the findings in the Water Supply Assessment.

**Optional Task 4 Deliverables:** Supplemental memo to demonstrate consistency with MPMW's 2020 UWMP (if approvals for the Proposed Project extend beyond City Council's adoption of MPMW's 2020 UWMP).

#### **BUDGET**

West Yost will perform the basic Scope of Work described above on a time-and-materials basis for a not-to-exceed budget of \$34,400. An additional \$6,000 would be required if the Optional Task 4 is requested. The estimated level of effort and costs associated with performing the basic Scope of Work described above are summarized in Table 1.

<b>Table 1. Estimated Level of Effort and Costs</b>		
<b>Description</b>	<b>Level of Effort, hours</b>	<b>Costs, dollars</b>
Task 1. Evaluate Potable Water Demands for Buildout of the Proposed Project	34	\$8,000
Task 2. Prepare Water Supply Assessment	89	\$19,500
Task 3. Project Management, Meetings and Coordination	25	\$6,900
<b>Total</b>	<b>148</b>	<b>\$34,400</b>
Optional Task 4. Prepare a Supplemental Memo to Demonstrate Consistency with MPMW's 2020 UWMP	30	\$6,000
<b>Total (with Optional Task 4)</b>	<b>178</b>	<b>\$40,400</b>

West Yost will perform all work on a time and materials basis at our 2020 Billing Rate Schedule (attached) and will not exceed the estimated cost without written authorization. If additional work is identified that is not included in this scope of work, we will perform additional work only after receipt of the City's written authorization.

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## **SCHEDULE**

West Yost will commence work on this Project immediately upon receiving Notice to Proceed from the City and will coordinate the preparation of the WSA with City staff.

This proposal is a firm offer for a period of 90 days from the date of this letter.

We look forward to assisting the City with this important project. Please do not hesitate to call me at 925-949-5810 or email me at [pboissevain@westyost.com](mailto:pboissevain@westyost.com) if you have any questions or need additional information.

Sincerely,  
WEST YOST ASSOCIATES



Polly L Boissevain  
Engineering Manager II  
RCE #36164

PLB:ETD:jb

Attachments: West Yost Associates 2020 Billing Rate Schedule



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**ATTACHMENT A**  
2020 West Yost Associates Billing Rate Schedule

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# 2020 Billing Rate Schedule

(Effective January 1, 2020 through December 31, 2020) \*

POSITIONS	LABOR CHARGES (DOLLARS PER HR)
<b>ENGINEERING</b>	
Principal/Vice President	\$281
Engineering/Scientist/Geologist Manager I / II	\$267 / \$279
Principal Engineer/Scientist/Geologist I / II	\$242 / \$257
Senior Engineer/Scientist/Geologist I / II	\$217 / \$227
Associate Engineer/Scientist/Geologist I / II	\$187 / \$200
Engineer/Scientist/Geologist I / II	\$151 / \$175
Engineering Aide	\$86
Administrative I / II / III / IV	\$76 / \$96 / \$116 / \$128
<b>ENGINEERING TECHNOLOGY</b>	
Engineering Tech Manager I / II	\$275 / \$277
Principal Tech Specialist I / II	\$252 / \$263
Senior Tech Specialist I / II	\$231 / \$242
Senior GIS Analyst	\$211
GIS Analyst	\$199
Technical Specialist I / II / III / IV	\$147 / \$168 / \$189 / \$210
Cross Connection Specialist I / II / III / IV	\$110 / \$120 / \$135 / \$150
CAD Manager	\$168
CAD Designer I / II	\$130 / \$146
<b>CONSTRUCTION MANAGEMENT</b>	
Senior Construction Manager	\$272
Construction Manager I / II / III / IV	\$164 / \$176 / \$187 / \$237
Resident Inspector (Prevailing Wage Groups 4 / 3 / 2 / 1)	\$144 / \$160 / \$178 / \$185
Apprentice Inspector	\$130
CM Administrative I / II	\$70 / \$94
Field Services	\$185

- Technology and Communication charges including general and CAD computer, software, telephone, routine in-house copies/prints, postage, miscellaneous supplies, and other incidental project expenses will be billed at 6% of West Yost labor.
- Outside Services such as vendor reproductions, prints, shipping, and major West Yost reproduction efforts, as well as Engineering Supplies, etc. will be billed at actual cost plus 15%.
- Mileage will be billed at the current Federal Rate and Travel will be billed at cost.
- Subconsultants will be billed at actual cost plus 10%.
- Expert witness, research, technical review, analysis, preparation and meetings billed at 150% of standard hourly rates. Expert witness testimony and depositions billed at 200% of standard hourly rates.
- A Finance Charge of 1.5% per month (an Annual Rate of 18%) on the unpaid balance will be added to invoice amounts if not paid within 45 days from the date of the invoice.

\* This schedule is updated annually



## 2020 Billing Rate Schedule (continued)

(Effective January 1, 2020 through December 31, 2020) \*

### Equipment Charges

EQUIPMENT	BILLING RATES
Gas Detector	\$80/day
Hydrant Pressure Gauge	\$10/day
Hydrant Pressure Recorder, Standard	\$40/day
Hydrant Pressure Recorder, Impulse (Transient)	\$55/day
Trimble GPS – Geo 7x	\$220/day
Vehicle	\$10/hour
Water Flow Probe Meter	\$20/day
Water Quality Multimeter	\$185/day
Well Sounder	\$30/day

\* This schedule is updated annually