

AGREEMENT AMENDMENT

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



Agreement #: 1944 **Amendment#: 1**

AGREEMENT FOR SERVICES BETWEEN THE CITY OF MENLO PARK AND ALTA PLANNING & DESIGN

THIS 1st AMENDMENT ("Amendment") is made and entered into this 6th day of December, 2016, by and between the CITY OF MENLO PARK, a Municipal Corporation, hereinafter referred to as "CITY", and ALTA PLANNING & DESIGN, hereinafter referred to as "FIRST PARTY."

1. Pursuant to Section 4. Compensation and Payment of Contract No. 1944 ("Agreement"), Term of Agreement [amendment to section] to read as follows:

"CITY shall pay FIRST PARTY an all-inclusive fee that shall not exceed \$84,156 as described in Exhibit "A", Scope of Services."

"Additional tasks added to complete a detailed engineering level design, construct a one-year pilot, and install signal improvements at Laurel Street & Oak Grove Avenue."

Except as modified by this Amendment, all other terms and conditions of Contract No. 1944 remain the same.

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

FIRST PARTY:

Natalie Lozano
Signature

Natalie Lozano

Name

68-0465555

Tax ID #

12/12/16
Date

Vice President as duly authorized

Title

APPROVED AS TO FORM:

William L. McClure

William L. McClure, City Attorney

1/4/17
Date

CITY OF MENLO PARK:

Alex D. McIntyre
Signature

Alex D. McIntyre

Name

1/4/17
Date

City Manager

Title

ATTEST:

Pamela Aguilar

Pamela Aguilar, City Clerk, City of Menlo Park

1.4.2017
Date

Project Approach

The following project approach has been carefully organized to simplify and accelerate the design and implementation process.

TASK 1 Project Initiation and Management

Task 1.1 Project Management

Alta will provide overall project management services, including:

- **General Project Management** –Administer the project contract, coordinate personnel, prepare and maintain the project schedule, and prepare invoicing.
- **QA/QC** – Each of our submittals will be reviewed by senior personnel to ensure that the City quality standards are met. We utilize senior level staff for all submittal reviews, and clearly communicate project requirements to the entire project team so all team members understand the project expectations.
- **Project Schedule** –Prepare and maintain a project schedule throughout the life of the pilot project. The schedule will be used as a tool to manage the project and updated as the specific milestones are achieved.
- **Project Update Meetings** – We will bi-weekly project update calls/meetings to review project status and schedule/milestone updates.

Task 1.2 City Meetings

Alta staff will meet with the City as necessary during the duration of the project. Alta will provide a meeting agenda and notes.

Task 1.3 Caltrans Coordination

Alta will provide necessary coordination with Caltrans to get necessary approval for improvements shown across El Camino Real

Deliverables

- Updated project schedule
- Bi-weekly project coordination calls
- Monthly billing and task progress reports

TASK 2 Preliminary Construction Documents

Task 2.1 Preliminary Plans and Details (75%)

A basic CAMUCTD-compliant design with standard details will be provided that can be used by a contractor to implement the temporary installation. The drawings will be prepared in AutoCAD on the 40-scale aerial photo base maps. The plans will address Oak Grove Avenue from Middlefield Road to Crane Street, Crane Street from Valparaiso Avenue to Live Oak Avenue, Live Oak Avenue from Crane Street to University Avenue, and

University Avenue from Live Oak Avenue to Middle Avenue. Alta will submit an electronic copy of the preliminary plans in PDF format for review by the City staff.

Excluded Services. It is anticipated that the following services will not be required as part of this contract:

- Environmental permitting and documentation
- Specifications
- Survey
- Structural plans, including plans for retaining walls
- Right-of-way design services
- Utility relocation plans
- Encroachment plans and permits
- Grading plans and permits
- Signal Plans
- Electrical plans

Deliverables

- Preliminary Plans and Details (40 scale AutoCAD format PDF)

TASK 3 Final Construction Documents for Temporary Installation

Task 3.1 Final Plans (100%)

The design will be finalized based on comments on the 75% plans.

Task 3.2 Engineer's Opinion of Probable Cost

We will prepare a detailed cost estimate.

Task 3.3 Bid Package

We will prepare the construction bid package.

Deliverables

- Final Plans (AutoCAD and PDF format)
- Opinion of Probable Cost (Excel)
- Bid Package

Project Budget

City of Menlo Park: Oak Grove Bicycle Improvement Plan

TASK	Alta Planning + Design					Task Hours	Total Task Fee
	Principal-in-Charge Hugh Louch	Project Manager Jonathan Schuppert	Engineering Advisor Bryan Jones, PE	Senior Engineer Jason Cook, PE	Engineer Marisa Lee		
	2017 Hourly Rate*	\$150	\$265	\$133	\$125	\$72	
Task 1. Project Initiation and Management	4.0	24.0	0.0	12.0	0.0	4.0	\$13,034
1.1 Project Management	4.0	24.0		12.0		4.0	\$6,544
1.2 City Meetings	4.0	8.0		8.0		2.0	\$3,468
1.3 Caltrans Coordination	2.0	6.0	4.0	4.0			\$3,022
Task 2. Preliminary Construction Documents	4.0	5.0	6.0	55.0	48.0	0.0	\$16,715
2.1 Preliminary Plans and Details (75%)	4.0	5.0	6.0	55.0	48.0		\$16,715
Task 3. Final Construction Documents	1.0	4.0	5.0	56.0	48.0	0.0	\$15,638
3.1 Final Plans (100%)	1.0	2.0	4.0	36.0	32.0		\$10,413
3.2 Engineer's Opinion of Probable Cost		1.0	1.0	10.0	12.0		\$3,245
3.3 Bid Package		1.0		10.0	4.0		\$1,980
Staff Hours	9.0	33.0	11.0	123.0	96.0	4.0	\$45,387
Reimbursable Expenses & Travel							\$250
Project Total	\$2,385	\$4,950	\$2,915	\$16,359	\$12,000	\$288	\$45,637

GENERAL NOTES:

* Hours and staff assignments can be adjusted by the consultant as needed to implement the tasks described during the course of the project.

* Hourly rates are for calendar year 2017, and will be adjusted if work is continued into subsequent year(s).