

AGREEMENT AMENDMENT

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



Agreement #: 2005

Amendment#: 4

AGREEMENT FOR SERVICES BETWEEN THE CITY OF MENLO PARK AND SSA LANDSCAPE ARCHITECTS

THIS 4th AMENDMENT ("Amendment") is made and entered into this 28 day of February, 2018, by and between the CITY OF MENLO PARK, a Municipal Corporation, hereinafter referred to as "CITY", and SSA LANDSCAPE ARCHITECTS, hereinafter referred to as "FIRST PARTY."


1. Pursuant to Section 4. Compensation and Payment of Contract No. 2005 ("Agreement"), [amendment to section] to read as follows:

"CITY shall pay FIRST PARTY an all-inclusive fee that shall not exceed \$68,928 as described in Exhibit "A, A-1, A-2, A-3, A-4", Scope of Services."

Except as modified by this Amendment, all other terms and conditions of Contract No. 2005 remain the same.

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

FIRST PARTY:



Signature
STEVEN SUTHERLAND

Name
77-0309064

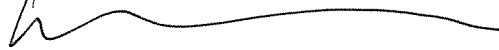
Tax ID #

2/28/18

Date
PRESIDENT

Title

APPROVED AS TO FORM:



William L. McClure, City Attorney

2/28/18

Date

CITY OF MENLO PARK:



Alex D. McIntyre, City Manager

2/28/18

Date

ATTEST:



Clay Curtin, Interim City Clerk, City of Menlo Park

2/28/2018

Date



ADDITIONAL SERVICE FOR JACK LYLE PARK – CITY OF MENLO PARK

January 30, 2018

Samuel Rohlfis – Associate Civil Engineer
 City of Menlo Park
 701 Laurel Street
 Menlo Park, CA 94025

A. PROJECT UNDERSTANDING

This scope of work is proposed as an additional service to the original scope of work dated November 14, 2016. This amendment requests additional fees for Bid Phase and Construction Administration services for the Jack Lyle Park Restroom project (City project # 90-016). The project proposes placement of a new pre-fabricated restroom building at Jack Lyle Park, 640 Fremont Street, Menlo Park. The restroom is to be located immediately adjacent to the NW corner of the existing Rosener House. Additional site improvements include hardscape modifications; minor landscape repair; and utility work to include water, electrical and sanitary sewer connections from existing utilities on site to the new restroom building.

SSA will provide limited assistance to the City of Menlo Park (hereinafter referred to as CITY) in soliciting public bids and providing limited construction administration support. SSA Landscape Architects, Inc. (hereafter referred to as SSA) will serve as the prime consultant leading, collaborating, and managing Bid Phase and Construction Administration Services for the project design team to include Aurum Consulting Engineers (Electrical). All Civil Engineering responsibilities have been removed from the project and will be handled by the CITY – including submittal review and RFI responses.

Note: Tasks One through Task Four are currently under contract.

TASK FIVE– BID PHASE

1. Attend (1) mandatory pre-bid conference on site.
2. Provide written clarification and addenda (throughout bid period) in response to questions in the form of Requests for Information (RFI's) and delivered to SSA by the CITY. The CITY will distribute addenda and will be the only contact for bidders.
3. Review bids and coordinate with CITY via phone conference and emails and provide recommendation for award.

TASK FIVE DELIVERABLES

- (1) Pre-bid meeting
- Addenda

TASK SIX – CONSTRUCTION ADMINISTRATION

1. Attend one Pre-construction meeting, organized and led by the CITY, to answer contractor's questions and walk the site with Contactor.

2. Provide plan clarification and responses to RFI's throughout the construction period as requested by the CITY.
3. Review submittals, shop drawings, and provide written approval, rejection, or correction directives. Review proposed substitutions for conformance to drawings and technical specifications.

TASK SIX DELIVERABLES

- (1) Pre-construction meeting
- Limited Construction Administration support

B. FEE PROPOSAL SUMMARY

The fees for the above Scope of Work phases are as follows:

ADDITIONAL SERVICE 04: Bid Phase through Construction Phase Services	
TASK FIVE – Bid Phase	\$1,701.00
TASK SIX – Limited Construction Administration	\$3,455.00
Aurum Consulting Engineers	\$715.00
Reimbursable Expenses	\$0.00
TOTAL PROPOSED FEE	\$5,871.00

REVISED CONTRACT SUMMARY

ORIGINAL CONTRACT TOTAL: City Agreement 2005	\$53,745.00
ADDITIONAL SERVICE 01: Lot Merger & Boundary Survey	\$7,284.00
ADDITIONAL SERVICE 02: Contract Extension	\$0.00
ADDITIONAL SERVICE 03: Lot Merger Additional Work	\$2,028.00
ADDITIONAL SERVICE 04: Bid through Construction	\$5,871.00

REVISED CONTRACT TOTAL **\$68,928.00**

Given the nature of construction support, these services are proposed to be provided on an hourly, not-to-exceed basis, limited to the number of hours budgeted. Fees will be billed monthly based on the actual percentage of completion in each task.

ADDITIONAL SERVICES NOT INCLUDED IN THIS PROPOSAL

1. Construction schedule
2. Civil Engineering support
3. Construction meetings
4. Punchlists, site observations, and site walk-throughs
5. As-built documents, including review of others' documents
6. Change order review or preparation
7. Reimbursable expenses
8. Any services, meetings, or support services not specifically listed above

SERVICES TO BE PROVIDED BY THE CLIENT

1. Bid coordination lead including plan room management, bid advertisements, and plan reproduction
2. Fees and permits required for utility connections
3. Construction administration lead (paperwork management)
4. Civil Engineer

REIMBURSABLE EXPENSES

No allowance for expenses such as plotting, printing and reproduction, shipping and postage has been included in this proposal. Billings for reimbursable expenses will be submitted with each invoice, based on the actual cost for the previous month, per the attached "SSA Rate Schedule".

Detailed Breakdown of Landscape Architectural Services
for
Bid Phase and Limited Construction Administration Services

for
Jack Lyle Park - City of Menlo Park
Project No. 160025.00
Date: January 30, 2018

BASIC SERVICES		Principal	Associate Principal	Senior Project Manager	Project Manager	Landscape Architect	AutoCAD Technician	Administrative Assistant		
Task Five: Bid Phase										
1	Attend one pre-bid meeting and walkthrough				3					
2	Provide clarification and addenda throughout bid period		1		3					
3	Review bids and coordinate with City and provide recommendation	1	1		2					
Task Five Total		1	2	0	8	0	0	0	\$1,701	
Task Six: Construction Administration										
1	Attend 1 preconstruction mtg. organized/led by Client		3		3					
2	Provide plan clarification/responses to RFI's		1		4		3			
3	Review submittals, shop drwgs; provide written response		1		8			1		
Task Six Total		0	5	0	15	0	3	1	\$3,455	
Project Totals for In-house Staff										
	Hours:	1	7	0	23	0	3	1		
	Rate:	\$195	\$177	\$164	\$144	\$122	\$106	\$92		
	Extension:	\$195	\$1,239	\$0	\$3,312	\$0	\$318	\$92		
								5156	\$5,156	
Reimbursable Expenses										
	In-house Reimbursable Expenses	\$0								
	Aurum Consulting Engineers	\$650								
		\$650								Multiplier 1.10
Total Project Phase Services Fees									\$5,871	

The above breakdown represents our best estimate at this time and may change subject to future developments during the project. It is possible that some of the estimated manpower requirements for specific task items may increase, while others may not require the entire anticipated effort. This provides us a greater degree of confidence in the overall project estimate, rather than in any given task.



EXHIBIT C – Hourly Rates & Reimbursables Schedule

Effective through term of contract

PROFESSIONAL SERVICES

Principal Landscape Architect	\$195.00 / Hour
Associate Principal	\$177.00/ Hour
Senior Project Manager	\$164.00 / Hour
Project Manager	\$144.00 / Hour
Landscape Architect	\$122.00 / Hour
AutoCAD Technician	\$106.00 / Hour
Staff Clerical, Administrative	\$92.00 / Hour

REIMBURSABLE EXPENSES

Subconsultants Direct Billing x 1.10

In-House Office Services: As listed below x 1.10

Plotting:

Color Bond	\$4.55/sf
Black & White Bond	\$2.90/sf
Vellum	\$4.20/sf
Mylar	\$9.50/sf

Transparencies:

Color	\$3.00/each
Black and White	\$2.00/each

Color Laser Prints:

8.5 x 11	\$.50/each
11 x 17	\$.85/each

Blueprints:

24 x 36	\$2.00/each
30 x 42	\$2.50/each

Black & White Laser Prints:

8.5 x 11	\$.10/each
11 x 17	\$.15/each

CD Media:

CDR	\$5.00/each
CDRW	\$7.50/each

Outside Reimbursable Expenses:

Reproduction, shipping and postage, miscellaneous expenses Direct Cost x 1.10

Travel:

Within Santa Cruz, San Benito, Santa Clara,
San Mateo and Monterey Counties No Charge

Mileage outside of the above areas \$0.54/mile

Fees charged for meals, mileage and other per diem charges will be consistent with the current IRS Standards



AURUM CONSULTING ENGINEERS MONTEREY BAY, INC.

Add Services Memo

December 5, 2017

Mr. Christian Harris
SSA Landscape Architects Inc.
303 Potrero Street, Suite 40-C
Santa Cruz, CA 95060

Re: Jack Lyle Park – New Restrooms Construction Support Services.
City of Menlo Park, California.
Aurum Project No. 16009.01

Reason for fee adjustment: Construction Support Services.

Fee Adjustment Scope of Work:

Construction support services include; review of submittals, responding to questions from the field and final walk through observation report of the completed work.

Our fee for the services outlined above is hourly not to exceed: ~~\$1,950~~ \$650.00

This fee adjustment letter shall serve as an amendment to the original contract “proposal” agreement. The original agreement shall not be affected and shall continue in full force and effect in accordance with its terms. The above reasons for fee adjustment shall be agreed upon by the signatory with the execution of this contract as adhering to the same provisions of the original contract agreement terms.

If everything is in order and acceptable, please acknowledge your acceptance by signing this letter. We will begin work as soon as we receive the signed letter and we are directed to proceed.

Sincerely,

Martín H. Pérez
Principal

Signature of Acceptance:

Title:

Date: