



July 5, 2017

City of Menlo Park  
Community Development Department  
Attn: Corinna Sandmeier

**Re: Budget Amendment 1 for the Middle Plaza at 500 El Camino Real Infill Environmental Impact Report**

Dear Ms. Sandmeier,

The ICF Jones & Stokes, Inc. ("ICF") team currently has an approved budget of \$255,660 for the Middle Plaza at 500 El Camino Real Infill Environmental Impact Report (EIR). As outlined below, this budget amendment is to cover additional out-of-scope tasks for W-Trans. The cost associated with these additional tasks is outlined in Attachment A.

The additional out-of-scope work requests for W-Trans have been associated with assisting City staff with matters related to the proposed undercrossing as well as additional meetings for this project. W-Trans participated in several additional conference calls regarding potential mitigation measures and the undercrossing, including calculating various proportionate share percentages under several scenarios, with the level of effort extending beyond what was assumed in Task 3 (Administrative Draft [2] and Draft [1] EIR Chapters) of the contracted scope of work for W-Trans. In addition, W-Trans staff have attended additional meetings beyond what was assumed in Task 5 (Meetings) of the contracted scope of work for W-Trans.

ICF will provide these services under the terms and conditions of its existing contract number 1849 with the City dated April 11, 2016. If you agree to authorize the tasks and costs associated with these items, please indicate your acceptance of this notice to proceed by signing this letter and returning it to me. If you have any questions, please contact Erin Efner at 415-677-7181 or at erin.efner@icf.com.

Sincerely,

Trina L. Prince  
Contracts Administrator

**Acceptance for City of Menlo Park:**

\_\_\_\_\_  
Signature

OK

\_\_\_\_\_  
Name and Title ALEX D. MCINTYRE  
CITY MANAGER

\_\_\_\_\_  
Date

**Attachment A. Middle Plaza at 500 El Camino Real Project Infill EIR (Amendment 1)**

Task	Employee Name	Subcontractor		Labor Total	Direct Expenses	Total Price
		W-Trans	Subtotal			
Out-of-scope work requests for Task 3 (Administrative Draft [2] and Draft [1] EIR Chapters) & Task 5 (Meetings) in W-Trans' SOW		\$5,000	\$5,000	\$5,000		
<b>Subtotals</b>		\$5,000	\$5,000	\$5,000		
<b>Direct Expenses</b>					\$500	
Mark up on all non-labor costs and subcontractors:			10%		\$500	
Direct expense subtotal					\$500	
<b>Total price</b>						<b>\$5,500</b>



May 9, 2017

Ms. Erin Efner  
Principal  
ICF International  
620 Folsom Street, 2nd Floor  
San Francisco, CA 94107

## **Request for Contract Amendment - 500 El Camino Real EIR, Menlo Park**

Dear Ms. Efner;

This letter is a request for a contract amendment for the proposed 500 El Camino Real EIR. W-Trans has worked diligently to provide the services in our contracted scope of work, and also be responsive to additional requests that have been made by City staff. However, the additional work requests have used more of our budget prior to the Final EIR publication than anticipated. As such, we are respectfully requesting a contract amendment in the amount of \$5,000, which we believe will cover all remaining costs associated with this project (barring unforeseen additional work requests).

The additional out-of-scope work requests have been associated with assisting City staff with matters related to the proposed undercrossing as well as additional meetings for this project. W-Trans has participated in several additional conference calls regarding potential mitigation measures and the undercrossing, including calculating various proportionate share percentages under several scenarios, with the level of effort extending beyond what was assumed in Task 3 (DEIR) of our contracted scope of work. In addition, W-Trans staff have attended additional meetings beyond what was assumed in Task 5 of our contracted scope of work.

### **Additional Budget**

Current Contract Ceiling	\$129,350
Contract Amendment #1 (5/3/17)	\$5,000
Total Revised Budget Ceiling Amount:	\$134,350

Exclusions: The additional scope of services includes only those items that are specifically identified above. Any further additional services, such as additional meetings, public hearings, requests for further analysis, additional rounds of comments, if needed would be provided on a time and materials basis after receiving written authorization for the extra work.

**Stanford University**  
Payment Services (650) 723-2772

2007367

THE CHECK BELOW IS IN SETTLEMENT OF ITEMS LISTED. PLEASE DETACH AND RETAIN THIS STATEMENT.

06/19/17 CITY OF MENLO PARK

IN PAYMENT OF	REFERENCE	GROSS	DED.	AMOUNT
Dept Request	61174750JUN17	5,000.00		5,000.00
PO-EXP Feb. 18, 2017; Internal Purchase Order - City of Menlo Park - 500 El Camino				

WLP5Z8511P2MMH (6156)

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3145 Porter Drive, Building F  
Payment Services  
Palo Alto, CA 94304

Wells Fargo Bank, N.A.  
Chapel Hill, North Carolina  
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800-289-3557, option 1, option 2

Date 06/19/17

2007367  
66-156/531  
4759044647

PAY Five Thousand And NO/100 Dollars

\*\*\*\*\*5,000.00

PAY TO THE  
ORDER OF CITY OF MENLO PARK  
701 Laurel St  
Menlo Park CA 94025-3439



*M. P. Calandria*  
VOID AFTER 180 DAYS

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