

# AGREEMENT AMENDMENT

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



Amendment #: 2251-1

## AGREEMENT FOR SERVICES BETWEEN THE CITY OF MENLO PARK AND ICF JONES & STOKES, INC.

THIS FIRST AMENDMENT is made and entered into this 13 day of June, 2019, by and between the CITY OF MENLO PARK, a Municipal Corporation, hereinafter referred to as "CITY," and ICF JONES & STOKES, INC., hereinafter referred to as "FIRST PARTY."

1. Pursuant to Agreement number 2251 (Agreement), payment amendment section to read as follows:

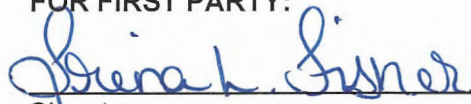
"CITY shall pay FIRST PARTY an all-inclusive fee that shall not exceed \$67,565 (an amendment of \$17,760) as described in Exhibit "A-1," Scope of Services. This compensation shall be based on the rates described in Exhibit "A." All payments, including fixed hourly rates, shall be inclusive of all indirect 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. 2251 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:**

  
\_\_\_\_\_  
Signature


Trina L. Fisher  
\_\_\_\_\_  
Printed name

94-1730361  
\_\_\_\_\_  
Tax ID#

May 16, 2019  
\_\_\_\_\_  
Date

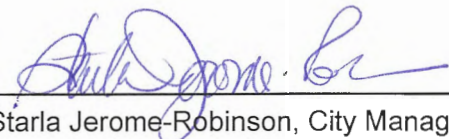
Contract Administrator  
\_\_\_\_\_  
Title

**APPROVED AS TO FORM:**

  
\_\_\_\_\_  
William L. McClure, City Attorney

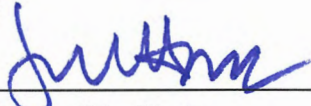
6/12/19  
\_\_\_\_\_  
Date

**FOR CITY OF MENLO PARK:**

  
\_\_\_\_\_  
Starla Jerome-Robinson, City Manager

6/13/19  
\_\_\_\_\_  
Date

**ATTEST:**

  
\_\_\_\_\_  
Judi A. Herren, City Clerk

6/17/19  
\_\_\_\_\_  
Date



May 3, 2019

Kyle Perata, Acting Principal Planner  
City of Menlo Park Community Development Department  
701 Laurel Street  
Menlo Park, CA 94025

**Subject: Budget Amendment 1 for the Willow Village Master Plan Project Environmental Impact Report (EIR)**

Dear Mr. Perata:

ICF Jones & Stokes, Inc. ("ICF") submitted a Scope of Work (scope) for Phase I of the Willow Village Master Plan Project (Project) Environmental Impact Report (EIR) on December 20, 2017. The budget for Phase I (\$49,965) has since been expended and a budget amendment is required to continue work. It is our understanding that the comprehensive scope and budget for the Project will be presented to City Council on May 14, 2019. However, the initial tasks prepared by ICF's transportation subconsultant, Hexagon, are time-sensitive; therefore, additional budget is needed prior to the comprehensive scope approval.

The current approved budget for the EIR is \$49,965. ICF requests \$17,600 be added to our contract (\$16,000 for Hexagon, plus ICF's 10% markup), for a total budget of \$67,565. ICF proposes to invoice costs monthly, on a time and materials basis.

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. ICF shall provide services under the terms and conditions of its existing agreement with the City dated January 26, 2018. If you have any questions, please contact Kirsten Chapman at 415-537-1702 or at [kirsten.chapman@icf.com](mailto:kirsten.chapman@icf.com).

Sincerely,

Trina L. Fisher  
Contracts Administrator

  
\_\_\_\_\_  
Name and Title Starla Jerome-Robinson City Manager

5-8-19  
\_\_\_\_\_  
Date

Attachment – Hexagon Added Scope of Work



# HEXAGON TRANSPORTATION CONSULTANTS, INC.

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May 2, 2019

Ms. Kirsten Chapman  
ICF  
201 Mission Street, Suite 1500  
San Francisco, CA 94105

**Re: *Proposal to Collect Travel Time Data and Conduct Field Observations for the Proposed Facebook Willow Campus in Menlo Park, CA.***

Dear Ms. Chapman:

Hexagon Transportation Consultants, Inc. is pleased to submit this proposal to collect travel time data and conduct field observations for the proposed Facebook Willow Campus project in Menlo Park, CA. The main scope for the Traffic Impact Analysis for this project is detailed in a separate scope. Since counts and field observations cannot be obtained during summer months, the purpose of this scope is to collect as much needed data as possible prior to May 23<sup>rd</sup>, 2019 within the allocated budget. The tasks this proposal can accomplish are detailed below:

1. ***Travel Time Data.*** To better understand the congestion and flow along Willow Road, Hexagon proposes to collect travel time data along Willow Road between Coleman Avenue and Bayfront Expressway during both the AM and PM peak hours. It is assumed that the City will provide the intersection counts along Willow Road for us to determine the peak hours and schedule the counts.
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. Hexagon can observe approximately 30 to 35 study intersections with this proposal.

We can begin Task 2 immediately upon receiving authorization to proceed. Once City staff provides the counts for us to review, we will begin Task 1.

The fee for the scope of services is quoted for a lump sum amount of \$16,000.

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.**

Gary K. Black  
President