

AGREEMENT AMENDMENT

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



Amendment #: 2256-2

AGREEMENT FOR SERVICES BETWEEN THE CITY OF MENLO PARK AND EOA, INC.

THIS SECOND 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 EOA, INC., hereinafter referred to as "FIRST PARTY."

1. Pursuant to Section 4. COMPENSATION AND PAYMENT of Agreement No. 2256, ("Agreement"), Section 4. COMPENSATION AND PAYMENT [amendment to section] to read as follows"

"A. CITY shall pay FIRST PARTY an all-inclusive fee that shall not exceed \$80,737.00 as described in Exhibit "A, A-1, A-2, A-3", Scope of Services. This compensation shall be based on the rates described in Exhibit "A, A-1, A-2, A-3". 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."

2. Pursuant to Section 24. TERM OF AGREEMENT of Agreement No. 2256, ("Agreement"), Section 24. TERM OF AGREEMENT [amendment to section] to read as follows"

"This Agreement shall remain in effect for the period of July 1, 2019 through June 30, 2020 unless extended, amended, or terminated in writing by CITY."

Except as modified by this Amendment, all other terms and conditions of Agreement No. 2256 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:

Ray Goebel

Signature

Ray Goebel

Printed name

94-2977419

Tax ID#

5-31-19

Date

Vice President

Title

APPROVED AS TO FORM:

William L. McClure

William L. McClure, City Attorney

6/12/19

Date

FOR CITY OF MENLO PARK:

Starla Jerome-Robinson

Starla Jerome-Robinson, City Manager

6/13/19

Date

ATTEST:

Judi A. Herren

Judi A. Herren, City Clerk

6/13/19

Date



Environmental and Public Health Engineering

FY 2019-2020 FEE SCHEDULE

The following fee schedule covers personnel rates for EOA, Inc. staff.

Our charges are divided into two categories: personnel, and direct expenses. A new fee schedule is issued at the beginning of each year. Charges for all work, except where other arrangements have been made, are based on the new schedule of charges.

PERSONNEL

Personnel charges are for any technical, clerical or administrative work necessary to perform the project. Work tasks include geologic and environmental consulting, engineering and computer services, regulatory liaison, and report preparation. Personnel rates are as follows:

Personnel Category	Hourly Rates
Principal Engineer	\$282
Managing Engineer/Scientist III.....	\$274
Managing Engineer/Scientist II	\$259
Managing Engineer/Scientist I	\$248
Senior Engineer/Scientist III – Project Leader	\$227
Senior Engineer/Scientist/Planner II.....	\$208
Senior Engineer/Scientist/Planner I.....	\$191
Associate Engineer/Scientist III	\$181
Associate Engineer/Scientist II.....	\$171
Associate Engineer/Scientist I	\$147
Assistant Engineer/Scientist	\$131
Technician	\$116
Clerical/Computer Data Entry	\$81

Charges for professional services are in increments of one quarter-hour. Depositions/legal testimony charged portal-to-portal, at 200% of standard rates, with a four-hour minimum charge. In accordance with California Civil Procedure 2037.7, where applicable, the minimum fee must be paid prior to commencement of testimony. Preparation for court cases is charged on a time-and-materials basis as outlined in this fee schedule.

DIRECT EXPENSES

Reimbursement for expenses directly related to services provided will be charged at cost plus 10%. Examples of such direct expenses include:

- Costs of sub-consultants or subcontractors
- Costs of special fees (insurance, permits, etc.)
- Costs of long-distance telephone, copying, drafting, blueprints, etc. (EOA copies charged at \$0.10 each for B&W, \$0.35 each for color. Large format \$0.15/sq ft for B&W, \$0.50/sq ft for color)
- Costs of color map production supplies (color ink and large format paper)
- Costs or rental of special equipment
- Costs of authorized travel and related expenses
- Automobile mileage directly related to services, at current IRS rate.

INVOICES

Invoices are prepared and submitted on a monthly basis, as either final or progress billings and are payable upon receipt unless prior arrangements have been made. Interest of 1-1/2% per month, or the maximum rate allowed by law, is payable on accounts not paid within 30 days.

Date: March 22, 2019

Company: EOA, Inc.

Table 1. Cost Proposal

Personnel: Name and Job Title	Hourly Rate	Task 1: Review City Docs	Task 2A,B,C: Inspections	Task 2A.8: Update City's Business Inspection Plan	Task 2D: Follow up Inspections	Task 2E: Inspection Reporting	Task 2F: Database Records	Task 3: Conduct Illicit Discharge Inspections (As Needed)	Project Management	Total Hours	Total cost
Kristin Kerr, Managing Engineer II	259			2		4	2		8	16	\$4,144
Courtney Siu, Senior I	191	2	8	8		16	6			40	\$7,640
Erin Lennon, Associate II	171	2	140		22	12	22	5		203	\$34,713
Matt Byrne, Associate I	147	2	154		23	12	24	5		220	\$32,340
Total Hours per Task		6	302	10	45	44	54	10	8	479	\$78,837
Cost per Task		\$1,018	\$48,106	\$2,046	\$7,143	\$7,908	\$8,954	\$1,590	\$2,072		

Table 2

Task	Hours	Cost	Cost/ Inspection
Task 1: Familiarization with City Documents	6	\$1,018	
Task 2: Conduct Stormwater Inspections	455	\$75,957	\$374
Task 3: Conduct Illicit Discharge Inspections	10	\$1,690	\$423
Total	471	\$78,665	

Notes:

- The total budget for this project is **\$80,737**. This includes expenses which are not included in the Table 1 total above.
- Table 2 includes expenses in the costs for Task 2 and 3.
- The actual cost per inspection is more than indicated in Table 2 above if you include project management, familiarization with City documents and other administrative costs.
- These cost tables were completed based on the original scope of work that assumed 203 routine and follow-up business inspections (Task 2) and 4 illicit discharge inspections (Task 3).
- Hourly Rates are based on the EOA FY2019-20 Fee Schedule and represent an approximate **2.5% increase in standard rates** from our original Proposal submittal.