

**CITY OF SANTA ROSA  
PROFESSIONAL SERVICES AGREEMENT  
WITH CALLANDER ASSOCIATES LANDSCAPE ARCHITECTURE, INC  
AGREEMENT NUMBER \_\_\_\_\_**

This "Agreement" is made as of this \_\_\_\_ day of \_\_\_\_\_, 2019, by and between the City of Santa Rosa, a municipal corporation ("City"), Callander Associates Landscape Architecture, Inc., a California Coporation ("Consultant").

**RECITALS**

A. City desires to hire a qualified firm to work in conjunction with City staff to provide landscape architectural design services for fire damaged roadway landscaping including construction documents and conceptual plans.

B. City desires to retain a qualified firm to conduct the services described above in accordance with the Scope of Services as more particularly set forth in Exhibit A to the Agreement.

C. Consultant represents to City that it is a firm composed of highly trained professionals and is fully qualified to conduct the services described above and render advice to City in connection with said services.

D. The parties have negotiated upon the terms pursuant to which Consultant will provide such services and have reduced such terms to writing.

**AGREEMENT**

**NOW, THEREFORE**, City and Consultant agree as follows:

**1. SCOPE OF SERVICES**

Consultant shall provide to City the services described in Exhibit A ("Scope of Services"). Consultant shall provide these services at the time, place, and in the manner specified in Exhibit A. Exhibit A is attached hereto for the purpose of defining the manner and scope of services to be provided by Consultant and is not intended to, and shall not be construed so as to, modify or expand the terms, conditions or provisions contained in this Agreement. In the event of any conflict between this Agreement and any terms or conditions of any document prepared or provided by Consultant and made a part of this Agreement, including without limitation any document relating to the scope of services or payment therefor, the terms of this Agreement shall control and prevail.

**2. COMPENSATION**

a. City shall pay Consultant for services rendered pursuant to this Agreement at the rates, times and in the manner set forth in Exhibit B. Consultant shall submit monthly statements to City

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which shall itemize the services performed as of the date of the statement and set forth a progress report, including work accomplished during the period, percent of each task completed, and planned effort for the next period. Invoices shall identify personnel who have worked on the services provided, the number of hours each worked during the period covered by the invoice, the hourly rate for each person, and the percent of the total project completed, consistent with the rates and amounts shown in Exhibit B.

b. The payments prescribed herein shall constitute all compensation to Consultant for all costs of services, including, but not limited to, direct costs of labor of employees engaged by Consultant, travel expenses, telephone charges, copying and reproduction, computer time, and any and all other costs, expenses and charges of Consultant, its agents and employees. In no event shall City be obligated to pay late fees or interest, whether or not such requirements are contained in Consultant's invoice.

c. Notwithstanding any other provision in this Agreement to the contrary, the total maximum compensation to be paid for the satisfactory accomplishment and completion of all services to be performed hereunder shall in no event exceed the sum of four hundred and thirty-nine thousand six hundred and thirty seven hundred and twenty five cents (\$439,637.25). The City's Chief Financial Officer is authorized to pay all proper claims from Charge Numbers 17626 and 17627 .

### **3. DOCUMENTATION; RETENTION OF MATERIALS**

a. Consultant shall maintain adequate documentation to substantiate all charges as required under Section 2 of this Agreement.

b. Consultant shall keep and maintain full and complete documentation and accounting records concerning all extra or special services performed by it that are compensable by other than an hourly or flat rate and shall make such documents and records available to authorized representatives of City for inspection at any reasonable time.

c. Consultant shall maintain the records and any other records related to the performance of this Agreement and shall allow City access to such records during the performance of this Agreement and for a period of four (4) years after completion of all services hereunder.

### **4. INDEMNITY**

a. Consultant shall, to the fullest extent permitted by law, indemnify, protect, defend and hold harmless City, and its employees, officials and agents ("Indemnified Parties") from all claims, demands, costs or liability (including liability for claims, suits, actions, arbitration proceedings, administrative proceedings, regulatory proceedings, losses, expenses or costs of any kind, interest, defense costs, and expert witness fees), that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of Consultant, its officers, employees, or agents, in said performance of professional services under this Agreement, excepting only liability arising from the sole negligence, active negligence or intentional misconduct of City.

b. The existence or acceptance by City of any of the insurance policies or coverages described in this Agreement shall not affect or limit any of City's rights under this Section 4, nor shall the

limits of such insurance limit the liability of Consultant hereunder. This Section 4 shall not apply to any intellectual property claims, actions, lawsuits or other proceedings subject to the provisions of Section 17(b), below. The provisions of this Section 4 shall survive any expiration or termination of this Agreement.

## **5. INSURANCE**

a. Consultant shall maintain in full force and effect all of the insurance coverage described in, and in accordance with, Attachment One, "Insurance Requirements." Maintenance of the insurance coverage set forth in Attachment One is a material element of this Agreement and a material part of the consideration provided by Consultant in exchange for City's agreement to make the payments prescribed hereunder. Failure by Consultant to (i) maintain or renew coverage, (ii) provide City notice of any changes, modifications, or reductions in coverage, or (iii) provide evidence of renewal, may be treated by City as a material breach of this Agreement by Consultant, whereupon City shall be entitled to all rights and remedies at law or in equity, including but not limited to immediate termination of this Agreement. Notwithstanding the foregoing, any failure by Consultant to maintain required insurance coverage shall not excuse or alleviate Consultant from any of its other duties or obligations under this Agreement. In the event Consultant, with approval of City pursuant to Section 6 below, retains or utilizes any subcontractors or subconsultants in the provision of any services to City under this Agreement, Consultant shall assure that any such subcontractor has first obtained, and shall maintain, all of the insurance coverages set forth in the Insurance Requirements in Attachment One.

b. Consultant agrees that any available insurance proceeds broader than or in excess of the coverages set forth in the Insurance Requirements in Attachment One shall be available to the additional insureds identified therein.

c. Consultant agrees that the insurance coverages and limits provided under this Agreement are the greater of: (i) the coverages and limits specified in Attachment One, or (ii) the broader coverages and maximum limits of coverage of any insurance policy or proceeds available to the name insureds.

## **6. ASSIGNMENT**

Consultant shall not assign any rights or duties under this Agreement to a third party without the express prior written consent of City, in City's sole and absolute discretion. Consultant agrees that the City shall have the right to approve any and all subcontractors and subconsultants to be used by Consultant in the performance of this Agreement before Consultant contracts with or otherwise engages any such subcontractors or subconsultants.

## **7. NOTICES**

Except as otherwise provided in this Agreement, any notice, submittal or communication required or permitted to be served on a party, shall be in writing and may be served by personal delivery to the person or the office of the person identified below. Service may also be made by mail, by placing

first-class postage, and addressed as indicated below, and depositing in the United States mail to:

City Representative:

Jen Santos, Deputy Director Parks  
55 Stony Point Road  
Santa Rosa CA 95401  
707.543.3781  
[jsantos@srcity.org](mailto:jsantos@srcity.org)

Consultant Representative:

Brian Fletcher, President  
1633 Bayshore Hwy Suite 133  
Burlingame CA 94010  
650.375.1313  
[bfletcher@callanderassociates.com](mailto:bfletcher@callanderassociates.com)

## 8. INDEPENDENT CONTRACTOR

a. It is understood and agreed that Consultant (including Consultant's employees) is an independent contractor and that no relationship of employer-employee exists between the parties hereto for any purpose whatsoever. Neither Consultant nor Consultant's assigned personnel shall be entitled to any benefits payable to employees of City. City is not required to make any deductions or withholdings from the compensation payable to Consultant under the provisions of this Agreement, and Consultant shall be issued a Form 1099 for its services hereunder. As an independent contractor, Consultant hereby agrees to indemnify and hold City harmless from any and all claims that may be made against City based upon any contention by any of Consultant's employees or by any third party, including but not limited to any state or federal agency, that an employer-employee relationship or a substitute therefor exists for any purpose whatsoever by reason of this Agreement or by reason of the nature and/or performance of any services under this Agreement.

b. It is further understood and agreed by the parties hereto that Consultant, in the performance of Consultant's obligations hereunder, is subject to the control and direction of City as to the designation of tasks to be performed and the results to be accomplished under this Agreement, but not as to the means, methods, or sequence used by Consultant for accomplishing such results. To the extent that Consultant obtains permission to, and does, use City facilities, space, equipment or support services in the performance of this Agreement, this use shall be at the Consultant's sole discretion based on the Consultant's determination that such use will promote Consultant's efficiency and effectiveness. Except as may be specifically provided elsewhere in this Agreement, the City does not require that Consultant use City facilities, equipment or support services or work in City locations in the performance of this Agreement.

c. If, in the performance of this Agreement, any third persons are employed by Consultant, such persons shall be entirely and exclusively under the direction, supervision, and control of Consultant. Except as may be specifically provided elsewhere in this Agreement, all terms of employment, including hours, wages, working conditions, discipline, hiring, and discharging, or any other terms of employment or requirements of law, shall be determined by Consultant. It is further understood and agreed that Consultant shall issue W-2 or 1099 Forms for income and employment tax purposes, for all of Consultant's assigned personnel and subcontractors.

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d. The provisions of this Section 8 shall survive any expiration or termination of this Agreement. Nothing in this Agreement shall be construed to create an exclusive relationship between City and Consultant. Consultant may represent, perform services for, or be employed by such additional persons or companies as Consultant sees fit.

## **9. ADDITIONAL SERVICES**

Changes to the Scope of Services shall be by written amendment to this Agreement and shall be paid on an hourly basis at the rates set forth in Exhibit B, or paid as otherwise agreed upon by the parties in writing prior to the provision of any such additional services.

## **10. SUCCESSORS AND ASSIGNS**

City and Consultant each binds itself, its partners, successors, legal representatives and assigns to the other party to this Agreement and to the partners, successors, legal representatives and assigns of such other party in respect of all promises and agreements contained herein.

## **11. TERM, SUSPENSION, TERMINATION**

a. This Agreement shall become effective on the date that it is made, set forth on the first page of the Agreement, and shall continue in effect until both parties have fully performed their respective obligations under this Agreement, unless sooner terminated as provided herein.

b. City shall have the right at any time to temporarily suspend Consultant's performance hereunder, in whole or in part, by giving a written notice of suspension to Consultant. If City gives such notice of suspension, Consultant shall immediately suspend its activities under this Agreement, as specified in such notice.

c. City shall have the right to terminate this Agreement for convenience at any time by giving a written notice of termination to Consultant. Upon such termination, Consultant shall submit to City an itemized statement of services performed as of the date of termination in accordance with Section 2 of this Agreement. These services may include both completed work and work in progress at the time of termination. City shall pay Consultant for any services for which compensation is owed; provided, however, City shall not in any manner be liable for lost profits that might have been made by Consultant had the Agreement not been terminated or had Consultant completed the services required by this Agreement. Consultant shall promptly deliver to City all documents related to the performance of this Agreement in its possession or control. All such documents shall be the property of City without additional compensation to Consultant.

## **12. TIME OF PERFORMANCE**

The services described herein shall be provided during the period, or in accordance with the schedule, set forth in Exhibit A. Consultant shall complete all the required services and tasks and complete and tender all deliverables to the reasonable satisfaction of City, not later than December 31, 2020.

**13. STANDARD OF PERFORMANCE**

Consultant shall perform all services performed under this Agreement in the manner and according to the standards currently observed by a competent practitioner of Consultant's profession in California. All products of whatsoever nature that Consultant delivers to City shall be prepared in a professional manner and conform to the standards of quality normally observed by a person currently practicing in Consultant's profession, and shall be provided in accordance with any schedule of performance. Consultant shall assign only competent personnel to perform services under this Agreement. Consultant shall notify City in writing of any changes in Consultant's staff assigned to perform the services under this Agreement prior to any such performance. In the event that City, at any time, desires the removal of any person assigned by Consultant to perform services under this Agreement, because City, in its sole discretion, determines that such person is not performing in accordance with the standards required herein, Consultant shall remove such person immediately upon receiving notice from City of the desire of City for the removal of such person.

**14. CONFLICTS OF INTEREST**

Consultant covenants that neither it, nor any officer or principal of its firm, has or shall acquire any interest, directly or indirectly, that would conflict in any manner with the interests of City or that would in any way hinder Consultant's performance of services under this Agreement. Consultant further covenants that in the performance of this Agreement, no person having any such interest shall be employed by it as an officer, employee, agent or subcontractor, without the written consent of City. Consultant agrees to avoid conflicts of interest or the appearance of any conflicts of interest with the interests of City at all times during the performance of this Agreement.

**15. CONFLICT OF INTEREST REQUIREMENTS**

a. **Generally.** The City's Conflict of Interest Code requires that individuals who qualify as "consultants" under the Political Reform Act, California Government Code sections 87200 *et seq.*, comply with the conflict of interest provisions of the Political Reform Act and the City's Conflict of Interest Code, which generally prohibit individuals from making or participating in the making of decisions that will have a material financial effect on their economic interests. The term "consultant" generally includes individuals who make governmental decisions or who serve in a staff capacity.

b. **Conflict of Interest Statements.** The individual(s) who will provide services or perform work pursuant to this Agreement are "consultants" within the meaning of the Political Reform Act and the City's Conflict of Interest Code:

yes  no (check one)

If "yes" is checked by the City, Consultant shall cause the following to occur within 30 days after execution of this Agreement:

- (1) Identify the individuals who will provide services or perform work under this Agreement as "consultants"; and

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- (2) Cause these individuals to file with the City Clerk the assuming office statements of economic interests required by the City's Conflict of Interest Code.

Thereafter, throughout the term of the Agreement, Consultant shall cause these individuals to file with the City Clerk annual statements of economic interests, and "leaving office" statements of economic interests, as required by the City's Conflict of Interest Code.

The above statements of economic interests are public records subject to public disclosure under the California Public Records Act. The City may withhold all or a portion of any payment due under this Agreement until all required statements are filed.

## **16. CONFIDENTIALITY OF CITY INFORMATION**

During performance of this Agreement, Consultant may gain access to and use City information regarding inventions, machinery, products, prices, apparatus, costs, discounts, future plans, business affairs, governmental affairs, processes, trade secrets, technical matters, systems, facilities, customer lists, product design, copyright, data, and other vital information (hereafter collectively referred to as "City Information") that are valuable, special and unique assets of the City. Consultant agrees to protect all City Information and treat it as strictly confidential, and further agrees that Consultant shall not at any time, either directly or indirectly, divulge, disclose or communicate in any manner any City Information to any third party without the prior written consent of City. In addition, Consultant shall comply with all City policies governing the use of the City network and technology systems. A violation by Consultant of this Section 16 shall be a material violation of this Agreement and shall justify legal and/or equitable relief.

## **17. CONSULTANT INFORMATION**

a. City shall have full ownership and control, including ownership of any copyrights, of all information prepared, produced, or provided by Consultant pursuant to this Agreement. In this Agreement, the term "information" shall be construed to mean and include: any and all work product, submittals, reports, plans, specifications, and other deliverables consisting of documents, writings, handwritings, typewriting, printing, photostatting, photographing, computer models, and any other computerized data and every other means of recording any form of information, communications, or representation, including letters, works, pictures, drawings, sounds, or symbols, or any combination thereof. Consultant shall not be responsible for any unauthorized modification or use of such information for other than its intended purpose by City.

b. Consultant shall fully defend, indemnify and hold harmless City, its officers and employees, and each and every one of them, from and against any and all claims, actions, lawsuits or other proceedings alleging that all or any part of the information prepared, produced, or provided by Consultant pursuant to this Agreement infringes upon any third party's trademark, trade name, copyright, patent or other intellectual property rights. City shall make reasonable efforts to notify Consultant not later than ten (10) days after City is served with any such claim, action, lawsuit or other proceeding, provided that City's failure to provide such notice within such time period shall not relieve Consultant of its obligations hereunder, which shall survive any termination or expiration of this Agreement.

c. All proprietary and other information received from Consultant by City, whether received in connection with Consultant's proposal, will be disclosed upon receipt of a request for disclosure, pursuant to the California Public Records Act; provided, however, that, if any information is set apart and clearly marked "trade secret" when it is provided to City, City shall give notice to Consultant of any request for the disclosure of such information. Consultant shall then have five (5) days from the date it receives such notice to enter into an agreement with the City, satisfactory to the City Attorney, providing for the defense of, and complete indemnification and reimbursement for all costs (including plaintiff's attorneys' fees) incurred by City in any legal action to compel the disclosure of such information under the California Public Records Act. Consultant shall have sole responsibility for defense of the actual "trade secret" designation of such information.

d. The parties understand and agree that any failure by Consultant to respond to the notice provided by City and/or to enter into an agreement with City, in accordance with the provisions of subsection c, above, shall constitute a complete waiver by Consultant of any rights regarding the information designated "trade secret" by Consultant, and such information shall be disclosed by City pursuant to applicable procedures required by the Public Records Act.

## 18. MISCELLANEOUS

a. Entire Agreement. This Agreement contains the entire agreement between the parties. Any and all verbal or written agreements made prior to the date of this Agreement are superseded by this Agreement and shall have no further effect.

b. Modification. No modification or change to the terms of this Agreement will be binding on a party unless in writing and signed by an authorized representative of that party.

c. Compliance with Laws. Consultant shall perform all services described herein in compliance with all applicable federal, state and local laws, rules, regulations, and ordinances, including but not limited to, (i) the Americans with Disabilities Act of 1990 (42 U.S.C. 12101, et seq.) ("ADA"), and any regulations and guidelines issued pursuant to the ADA; and (ii) Labor Code sections 1720, et seq., which require prevailing wages (in accordance with DIR determinations at [www.dir.ca.gov](http://www.dir.ca.gov)) be paid to any employee performing work covered by Labor Code sections 1720 et seq. Consultant shall pay to the City when due all business taxes payable by Consultant under the provisions of Chapter 6-04 of the Santa Rosa City Code. The City may deduct any delinquent business taxes, and any penalties and interest added to the delinquent taxes, from its payments to Consultant.

d. Discrimination Prohibited. With respect to the provision of services under this Agreement, Consultant agrees not to discriminate against any person because of the race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status of that person.

e. Governing Law; Venue. This Agreement shall be governed, construed and enforced in accordance with the laws of the State of California. Venue of any litigation arising out of or



connected with this Agreement shall lie exclusively in the state trial court in Sonoma County in the State of California, and the parties consent to jurisdiction over their persons and over the subject matter of any such litigation in such court, and consent to service of process issued by such court.

f. Waiver of Rights. Neither City acceptance of, or payment for, any service or performed by Consultant, nor any waiver by either party of any default, breach or condition precedent, shall be construed as a waiver of any provision of this Agreement, nor as a waiver of any other default, breach or condition precedent or any other right hereunder.

g. Incorporation of Attachments and Exhibits. The attachments and exhibits to this Agreement are incorporated and made part of this Agreement, subject to terms and provisions herein contained.

#### **19. AUTHORITY; SIGNATURES REQUIRED FOR CORPORATIONS**

Consultant hereby represents and warrants to City that it is (a) a duly organized and validly existing Corporation, formed and in good standing under the laws of the State of California, (b) has the power and authority and the legal right to conduct the business in which it is currently engaged, and (c) has all requisite power and authority and the legal right to consummate the transactions contemplated in this Agreement. Consultant hereby further represents and warrants that this Agreement has been duly authorized, and when executed by the signatory or signatories listed below, shall constitute a valid agreement binding on Consultant in accordance with the terms hereof.

If this Agreement is entered into by a corporation, it shall be signed by two corporate officers, one from each of the following two groups: a) the chairman of the board, president or any vice-president; b) the secretary, any assistant secretary, chief financial officer, or any assistant treasurer. The title of the corporate officer shall be listed under the signature.

Executed as of the day and year first above stated.

**CONSULTANT:**

*Callander Associates  
Landscape Architecture, Inc.*  
Name of Firm: \_\_\_\_\_

**CITY OF SANTA ROSA**  
a Municipal Corporation

TYPE OF BUSINESS ENTITY (check one):

- Individual/Sole Proprietor
- Partnership
- Corporation
- Limited Liability Company
- Other (please specify: \_\_\_\_\_)

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

*Signatures of Authorized Persons:*

By: *Brian Fletcher*

Print Name: Brian Fletcher

Title: President

By: *Benjamin W. Woodside*

Print Name: BENJAMIN W. WOODSIDE

Title: CORPORATE SECRETARY

APPROVED AS TO FORM:

*psr*  
Office of the City Attorney

ATTEST:

\_\_\_\_\_  
City Clerk

City of Santa Rosa Business Tax Cert. No.

06521817

Attachments:

- Attachment One - Insurance Requirements
- Exhibit A - Scope of Services
- Exhibit B - Compensation

**ATTACHMENT ONE  
INSURANCE REQUIREMENTS FOR  
PROFESSIONAL SERVICES AGREEMENTS**

**A. Insurance Policies:** Consultant shall, at all times during the terms of this Agreement, maintain and keep in full force and effect, the following policies of insurance with minimum coverage as indicated below and issued by insurers with AM Best ratings of no less than A-:VI or otherwise acceptable to the City.

<b>Insurance</b>	<b>Minimum Coverage Limits</b>	<b>Additional Coverage Requirements</b>
1. Commercial general liability	\$ 1 million per occurrence \$ 2 million aggregate	Coverage must be at least as broad as ISO CG 00 01 and must include completed operations coverage. If insurance applies separately to a project/location, aggregate may be equal to per occurrence amount. <b>Coverage may be met by a combination of primary and umbrella or excess insurance but umbrella and excess shall provide coverage at least as broad as specified for underlying coverage. Coverage shall not exclude subsidence.</b>
2. Business auto coverage	\$ 1 million	ISO Form Number CA 00 01 covering any auto (Code 1), or if Consultant has no owned autos, hired, (Code 8) and non-owned autos (Code 9), with limit no less than \$ 1 million per accident for bodily injury and property damage.
3. Professional liability (E&O)	\$ 1 million per claim \$ 1 million aggregate	Consultant shall provide on a policy form appropriate to profession. If on a claims made basis, Insurance must show coverage date prior to start of work and it must be maintained for three years after completion of work.
4. Workers' compensation and employer's liability	\$ 1 million	As required by the State of California, with Statutory Limits and Employer's Liability Insurance with limit of no less than \$ 1 million per accident for bodily injury or disease. The Workers' Compensation policy shall be endorsed with a waiver of subrogation in favor of the City for all work performed by the Consultant, its employees, agents and subcontractors.

**B. Endorsements:**

1. All policies shall provide or be endorsed to provide that coverage shall not be canceled, except after prior written notice has been provided to the City in accordance with the policy provisions.



2. Liability, umbrella and excess policies shall provide or be endorsed to provide the following:
  - a. For any claims related to this project, Consultant's insurance coverage shall be primary and any insurance or self-insurance maintained by City shall be excess of the Consultant's insurance and shall not contribute with it; and,
  - b. **The City of Santa Rosa, its officers, agents, employees and volunteers are to be covered as additional insureds on the CGL policy.** General liability coverage can be provided in the form of an endorsement to Consultant's insurance at least as broad as ISO Form CG 20 10 11 85 or if not available, through the addition of both CG 20 10 and CG 20 37 if a later edition is used.

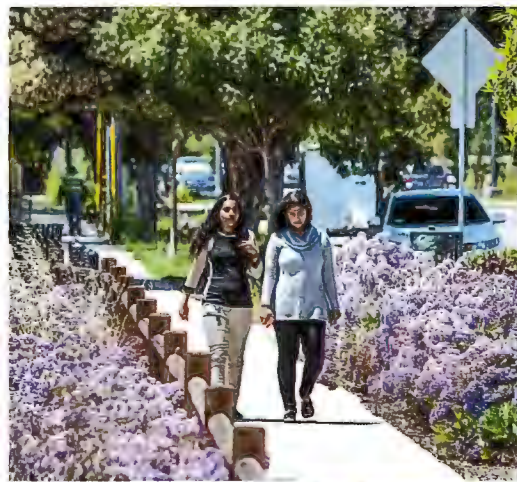
**C. Verification of Coverage and Certificates of Insurance:** Consultant shall furnish City with original certificates and endorsements effecting coverage required above. Certificates and endorsements shall make reference to policy numbers. All certificates and endorsements are to be received and approved by the City before work commences and must be in effect for the duration of the Agreement. The City reserves the right to require complete copies of all required policies and endorsements.

**D. Other Insurance Provisions:**

1. No policy required by this Agreement shall prohibit Consultant from waiving any right of recovery prior to loss. Consultant hereby waives such right with regard to the indemnitees.
2. All insurance coverage amounts provided by Consultant and available or applicable to this Agreement are intended to apply to the full extent of the policies. Nothing contained in this Agreement limits the application of such insurance coverage. Defense costs must be paid in addition to coverage amounts.
3. Policies containing any self-insured retention (SIR) provision shall provide or be endorsed to provide that the SIR may be satisfied by either Consultant or City. Self-insured retentions above \$10,000 must be approved by City. At City's option, Consultant may be required to provide financial guarantees.
4. Sole Proprietors must provide a representation of their Workers' Compensation Insurance exempt status.
5. City reserves the right to modify these insurance requirements while this Agreement is in effect, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

# FIRE DAMAGED ROADWAY LANDSCAPING

Exhibit A



## LANDSCAPE ARCHITECTURAL DESIGN SERVICES

CONCEPTUAL PLANS AND CONSTRUCTION DOCUMENTS



submitted to  
City of Santa Rosa

June 26, 2019



PROJECT ADVOCATES

CREATIVE THINKERS

PROBLEM SOLVERS

landscape architects  
project managers  
construction managers  
arborists

LEED accredited professionals

SWPPP QSD/QSP

urban designers

CPSI Safety Inspectors

CPTED Trained

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Standard Service Agreement.....	Included in cover letter
Cost Proposal.....	Separately Sealed Envelope

## ATTACHMENTS

- Anti Lobbying Certification
- Debarment and Suspension Certification

### HACIENDA AVENUE - Campbell

CALA assisted the City with this complete streets implementation project from grant application to implementation. This nearly one-mile road was transformed with travel lane reductions, extensive bio-treatment areas, new bike facilities, enhanced bus stops, and Bay Friendly landscaping

#### RELEVANCE

1st project in California to receive a Greenroads Silver Certification

Bay Friendly, drought tolerant, low maintenance landscaping

Stormwater treatment solutions





## AIRPORT WAY, STOCKTON

Airport Way serves as the primary thoroughfare between downtown Stockton and the Stockton Municipal Airport as well as the City's southern gateway. The project includes extensive landscape and irrigation renovations, a landscaped gateway with large sculptural element, new sidewalks, curb ramps and crosswalk improvements, street lighting, along with planted and irrigated medians.

In 2009, the American Public Works Association (APWA) Sacramento Chapter awarded Airport Way with the "Project of the Year Award" for the Parks and Trails \$3-5M category.

## RELEVANCE

Community engagement

Placemaking

Length – Over one mile



## COVER LETTER/EXECUTIVE SUMMARY

City of Santa Rosa  
Recreation and Parks Department  
55 Stony Point Road  
Santa Rosa, CA 95401

### ATTENTION: ROADWAY LANDSCAPING PROJECT REVIEW COMMITTEE (RFP 19-36)

The fires that ravaged the region in 2017 were devastating and have left in their wake lasting physical and mental scars within the Santa Rosa community. My personal connection to the region runs deep as my family has lived there for the past 25 years. The burned properties and roadways are constant reminders of the tragedy for the community trying to heal. The restoration of roadway landscaping in the Coffee Park and Fountain Grove neighborhoods is a much-needed piece of that healing process.

The project consists of removing remnants of the fire and restoring planting and irrigation to medians and planting strips within Coffee Park and Fountain Grove, estimated at 13.45 acres. Plans must also include separation of publicly and privately maintained areas. The City has received partial funding for these improvements through FEMA and several accounts for specific elements of the project have been created which will have to be identified and tracked separately on plans and invoicing. Finally, with the acceptance of FEMA funds also comes the requirement to meet tight schedule deadlines.

There are several challenges this project faces including removal of damaged infrastructure and establishing new points of connection, developing a sustainable and low maintenance plant palette, specifying state-of-the-art irrigation components that balance initial installation costs with long term maintenance, keeping the community apprised of progress, and adhering to federal funding requirements. The root of our approach to overcoming these challenges is in our team. BKF provides **local expertise** and will be charged with compiling and developing base sheets along with establishing new water meter locations. Brookwater's **unparalleled irrigation experience** will be essential in evaluating current trends and materials with your team and incorporating decades of lessons learned into the irrigation plans. Zeiger Engineers will prepare **fully vetted electrical plans** including coordination with PG&E and preparation of applications for new electrical points of connection. And finally, the CALA team will provide our management expertise to provide you with a **single point of contact, coordinated plans, unique expertise** in planting design, and dedicated construction managers providing **exceptional response** during construction.

It is with great enthusiasm that we submit this proposal for your consideration. For personal reasons, I hope that we are granted the opportunity to play a small role in the healing of the Santa Rosa community.

By signing below CALA understands and accepts the City's Standard Professional Services Agreement without significant requests to change standard language or the City's insurance requirements.

Sincerely,



Brian Fletcher, President  
Callander Associates Landscape Architecture, Inc.  
1633 Bayshore Highway, Suite 133  
Burlingame, CA 94010  
650.375.1313  
bfletcher@callanderassociates.com



### SAN BRUNO AVENUE MEDIANS, San Bruno

As part of the City's redevelopment vision, CALA provided site analysis, preliminary design plans, cost estimates, construction documents, and bidding and construction assistance for medians on San Bruno Avenue, from Skyline Boulevard to Crestmoor Drive.

### RELEVANCE

Elevation changes

Urban median design and implementation

Maintenance considerations

## PROJECT TEAM QUALIFICATIONS/RESUMES



Although seemingly simple, median projects (especially yours) are faced with a number of unique challenges. These include removal of fire damaged infrastructure, fully coordinating new points of connection, establishing a new sustainable and low maintenance plant palette in challenging soils and exposed locations, specifying state-of-the-art irrigation components that balance initial installation costs with long term maintenance, keeping the community apprised of progress, and adhering to federal funding requirements.

**CALA** presents a seasoned team of professionals specifically suited to overcome your project's challenges. Our internal team will provide overall project management, provide you with a single point of contact, ensure a coordinated plan set, utilize our horticultural and arboricultural backgrounds to select appropriate plant materials, and provide our dedicated construction manager for exceptional response during construction. Our subconsultants have been selected based on their past expertise and their ability to provide similar exemplary services to the project. **BKF** provides local knowledge beneficial in working with local agencies to establish new water meter locations. **Brookwater** will work with your team to select the most appropriate irrigation solutions and implement a design incorporating decades of lessons learned. **Zeiger Engineers** will coordinate with PG&E, submit and monitor applications, and prepare fully vetted electrical plans.

# PROJECT TEAM QUALIFICATIONS/RESUMES

## PROJECT MANAGER



### Education

University of California  
Berkeley Extension,  
Post-baccalaureate  
certificate in Landscape  
Architecture

Bachelors of Environmental  
Studies, UCSC

### Certifications/Registrations

California LA #6246

Certified Arborist

#WE-10882A

## MEGAN RICHARDS, PLA, ISA

Megan completed her studies in landscape architecture while also working as a horticulturist combining theoretical learning with practical maintenance at the historic landscapes at Filoli in Woodside. Along the way she also completed training to become a certified arborist strengthening her understanding of design impacts to existing trees, of interventions to maximize long term health, and of strategies to ensure healthy growing conditions for newly planted trees. Megan's background provides her a strong understanding of plant communities, practical knowledge from years of implementation, and a focus on preservation of our existing urban forests. Our team and clients appreciate these highly specialized skills and what they bring to each of her projects.

### Relevant Experience

#### Serramonte Blvd., Colma (pictured)

Stevenson School, Mountain View  
Merry Moppet, Belmont  
Slater Elementary School, Mountain View  
Santa Clara City Center, Santa Clara  
Shores Business Park Landscape Guidelines, Redwood City  
California Pump and Tank, Redwood City  
1128 Douglas Avenue, Burlingame  
Peralta Boulevard, Fremont  
528 Mathilda, Sunnyvale  
Cooley Landing, East Palo Alto  
31st and Alum Rock Park, San Jose  
Oak Grove Avenue, Menlo Park



# PROJECT TEAM QUALIFICATIONS/RESUMES

## PRINCIPAL



### Education

Bachelors of Landscape Architecture, Cal Poly, SLO

### Certifications/Registrations

California LA #4590  
LEED AP

### Organizations

Member, American Society of Landscape Architecture (ASLA)

Member, California Parks & Recreation Society (CPRS)

Member, American Trails

## BRIAN FLETCHER, PLA ASLA, LEED AP

Brian will serve as Principal in Charge providing quality control while overseeing the design team's efforts. His role will ensure that the team is on track within scope, schedule and cost and will be the primary meeting facilitator. His creativity and commitment to community outreach as part of the design process has made him an exceptional benefit to clients. Additionally, his ability to communicate with stakeholders, in person and through high-quality graphics is an invaluable asset to our clients in exceeding and controlling community expectations. For the project, Brian will be utilizing this focused approach to create site specific design solutions that strive to reflect the character of the community. This approach has garnered several design awards, but more importantly, a real sense of pride and ownership from the community.

### Relevant Experience

Hacienda Avenue, Campbell  
El Camino Real Medians, Various Cities  
Westborough Blvd. Medians, South San Francisco  
Main Street Beautification, Watsonville  
Watsonville Complete Streets, Watsonville  
23rd Street Streetscape Improvements, Richmond  
Airport Way Master Plan, Stockton  
Colma Streetscape Improvements, Colma  
El Camino BRT (VTA), Palo Alto to San Jose  
**Emeryville Greenway CD's, Emeryville (pictured)**  
Jackson Ave. Improvements, San Jose  
Main Street Median Restoration, Redwood City



## PROJECT TEAM QUALIFICATIONS/RESUMES

### CONSTRUCTION MANAGER, QA/QC



#### Education

Bachelors of Ornamental  
Horticulture, Cal Poly, SLO

#### Certifications/Registrations

Certified Arborist, ISA  
#WE-8874A

Certified Landscape  
Irrigation Auditor #81271

### SHAWN SANFILIPPO, ISA, CLIA

CALA is one of the few Northern California landscape architectural firms to have a full-time, in-house construction manager on staff. Shawn is also one of the firm's Certified Arborist and a Certified Irrigation Auditor. He is invaluable in ensuring that budgets and schedules are maintained, and that construction conforms to contract documents. Shawn is able to quickly resolve site issues, avoid potential delays, and facilitate timely responses.

#### Relevant Experience

Hayward Downtown, Hayward

Industrial Roadscape, San Carlos

Laurel Streetscape, San Carlos

Santa Cruz Avenue Irrigation Improvements, Menlo Park

ECR Bush to Arroyo Construction Support, San Carlos

Millbrae BART Corridor, Millbrae

# PROJECT TEAM QUALIFICATIONS/RESUMES

## SUBCONSULTANT - IRRIGATION CONSULTANT



### BROOKWATER

#### JANET LUEHRS | Principal

Ms. Luehrs brings 43 years of industry specific experience to Brookwater. Formerly an active owner of a landscape installation and maintenance company for 13 years, she brings a diverse background and knowledge in plant identification, specification and watering and care requirements. Ms. Luehrs is responsible for the project management, design and water use calculations, and project construction administration. Projects include municipal, commercial, and residential. She works closely with our designers and drafters as well as our clients on technical specifications and design criteria. She is also responsible for our office business and information systems management. Ms. Luehrs is a Certified Irrigation Designer, Certified Landscape Irrigation Auditor, EPA Water Sense Partner, and board member of the American Society of Irrigation Consultants.

#### Education

Bachelors of Business,  
Chabot/Las Positas College  
Hayward, CA

#### Certifications/Registrations

Irrigation Association  
Certification #43274

Irrigation Association,  
Certified Irrigation Water  
Auditor

#### Relevant Experience

Presidio Parkway / Doyle Drive

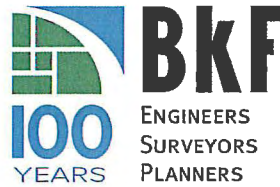
This project was started in early 2014. The project replaces the historic access road to the Golden Gate Bridge due to seismic deficiencies. The project consists of approximately 30 acres of landscape and irrigation. Brookwater has been a part of the design team since it started in 2014 and is still ongoing. Janet is the Project Manager in charge of the project

Riverstone Phase 1

This project is a housing development located in Fresno, California. It consists of approximately 2 miles of streetscape including parkways, medians, entryways into the development, and a small park. Janet was the Project Manager and designer.

# PROJECT TEAM QUALIFICATIONS/RESUMES

## SUBCONSULTANT - CIVIL ENGINEER



### **GEOFF COLEMAN, PE, PLS, CDT | Vice President**

Geoff Coleman is a California Licensed civil engineer and land surveyor with over 23 years of experience designing public/private, residential, commercial, and parks projects. He has a broad knowledge and deep professional relationships with local and regional agencies. Geoff's responsibilities at BKF include planning, design and preparation of improvement drawings and surveying maps. He is extremely knowledgeable in the areas of hydrology and hydraulic evaluation (storm water, sanitation, domestic and fire assemblies), pavement design, earthwork evaluation, construction observation, and construction cost assessment. He has successfully managed many public works projects involving utility, roadway, site improvement, and land surveying throughout the San Francisco North Bay Area.

#### **Education**

B.S., Civil Engineering,  
California Polytechnic  
State University, San Luis  
Obispo, CA

A.A., Santa Rosa  
Jr. College, Santa Rosa, CA

#### **Certifications/Registrations**

Professional Civil  
Engineer, CA No. 62093

Professional Land  
Surveyor, CA No. 8438

Construction  
Specifications  
Institute, Construction  
Documents Technologist

#### **Affiliations**

American Council of  
Engineering Companies  
(ACEC)

#### **Relevant Experience**

Synergy Group Fire Rebuild, Santa Rosa

ALX Fire Rebuild, Santa Rosa

County Center Drive Sidewalk Improvement, Santa Rosa

Bayer Neighborhood Park and Community Garden, Santa Rosa

Ives Park Renovation Master Plan, Sebastopol

Roseland Creek Community Park and

Village Neighborhood Center, Santa Rosa

Kawana Springs Community Park, Santa Rosa

Helen Putnam Park Expansion and Parking Lot, Petaluma

Oak Grove School Fire Water Storage Calc, Sebastopol

Iron Horse Trail Feasibility Study, Dublin

City of Healdsburg Downtown Streetscape, Healdsburg



# PROJECT TEAM QUALIFICATIONS/RESUMES

## SUBCONSULTANT - ELECTRICAL ENGINEER



### **RONALD ZEIGER, PE** | President

As President of Zeiger Engineers Inc. Mr. Zeiger has been actively engaged in electrical engineering since 1965. Hi wide ranging experience includes work on streetcapes and downtown corridors lighting, schools, sports facilities, universities, office buildings, hotels, housing projects, museums, theaters, churches, libraries, restaurants, community centers and parks, along with extensive experience in technology systems and lighting designs.

### **Education**

University of California, Berkeley - B.S. in Electrical Engineering

### **Certifications/Registrations**

Professional Electrical Engineer, 1969, California

### **Relevant Experience**

Macarthur Blvd, Master Plan and Streetscape Improvements, San Leandro

Hegenberger Road Gateway Project, Oakland

City Wide Street Lighting Improvements, Oakland

Solano Avenue Improvements Project, Albany

Downtown Streetscape Improvements Project, Cupertino

Downtown Street Lighting Improvements Project, Concord

Heart of Orinda - Orinda Way Streetscape Project, Orinda

Santa Cruz Avenue Streetscape Project, Los Gatos

Doyle Drive Realignment/Vehicle Tunnel, San Francisco

Jacinto Creek Parkway, Sacramento

## WASHOE DRIVE RESTORATION, RENO

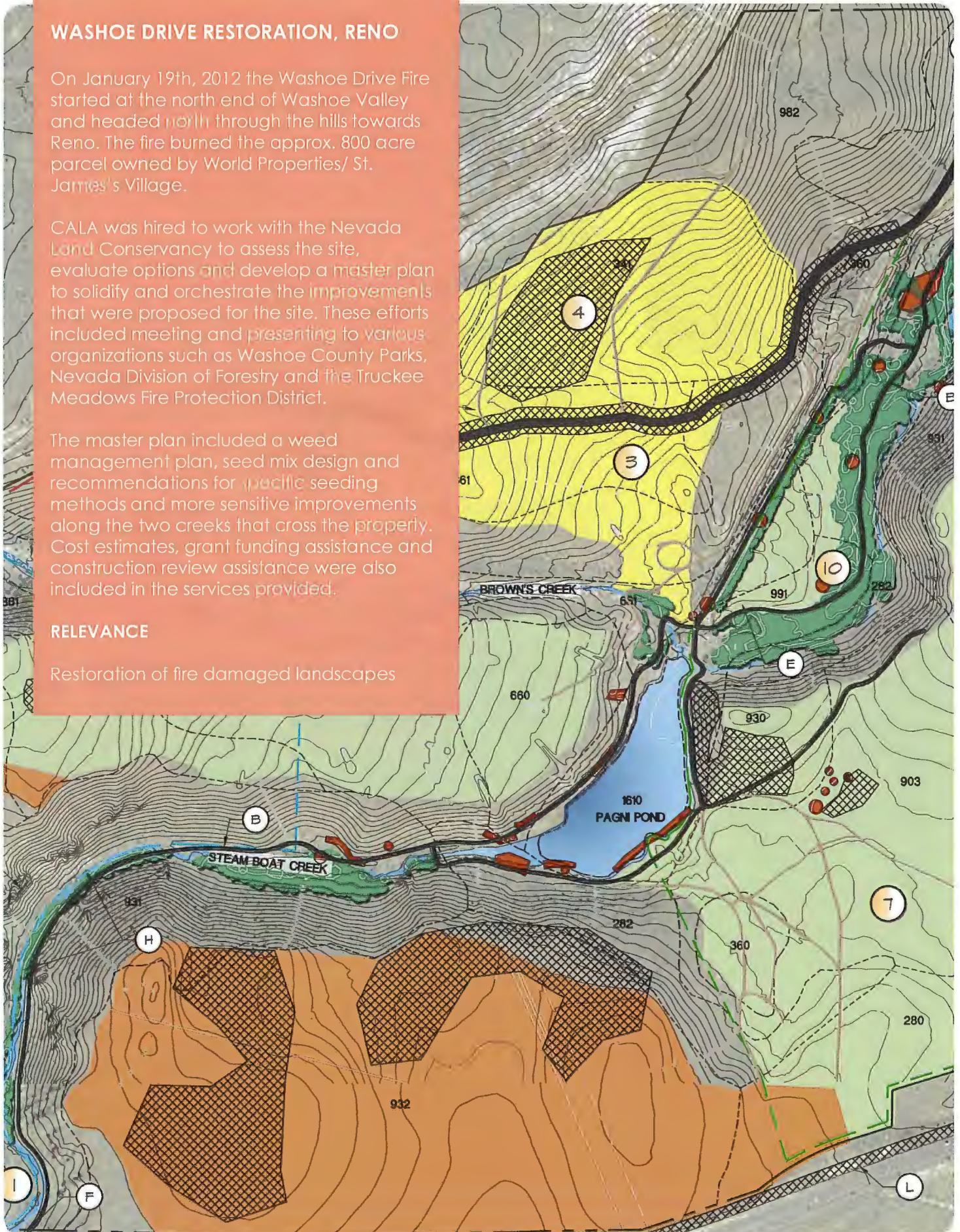
On January 19th, 2012 the Washoe Drive Fire started at the north end of Washoe Valley Reno and headed north through the hills towards Reno. The fire burned the approx. 800 acre parcel owned by World Properties/ St. James's Village.

CALA was hired to work with the Nevada Land Conservancy to assess the site, evaluate options and develop a master plan to solidify and orchestrate the improvements that were proposed for the site. These efforts included meeting and presenting to various organizations such as Washoe County Parks, Nevada Division of Forestry and the Truckee Meadows Fire Protection District.

The master plan included a weed management plan, seed mix design and recommendations for specific seeding methods and more sensitive improvements along the two creeks that cross the property. Cost estimates, grant funding assistance and construction review assistance were also included in the services provided.

### RELEVANCE

Restoration of fire damaged landscapes



# APPROACH (WORK PLAN)

## PROJECT UNDERSTANDING

In October of 2017 fires ravaged the region and burned much of the Coffee Park and Fountain Grove neighborhoods within Santa Rosa. Roadway landscaping and irrigation within these neighborhoods was completely destroyed and the City is looking to retain a consulting team to develop plans for restoration of these landscapes and irrigation systems as an important step in the healing of the community.

The City has received partial funding for this work through FEMA and several accounts have been approved for specific elements of the project. Because of this it will be required to track elements of work separately on plans and invoicing. Additionally, there is a narrow window to complete this work which is further described in the schedule section.

An arborist report has been prepared and the City will be moving forward with an initial phase of damaged tree removals which will occur during the design process. It will be required to visit the site and document any remaining trees, stumps, and other above ground elements that will need to be removed, and to include those on the demolition plans.

The fire damaged beyond repair the existing irrigation systems. Additionally, electrical service had previously been drawn from the street light system, which is no longer allowed. Because of this completely new electrical and irrigation (meter) points of connection will have to be established. Furthermore, landscapes behind back of curb are now the responsibility of the homeowners. Plans must delineate public and private systems and provide temporary irrigation only to privately maintained areas for establishment purposes.

Finally, and maybe most importantly, these new landscapes must be designed with sustainability in mind. Irrigation systems must be ultra-efficient while not exposing the City to undo maintenance burdens. Additionally, the plant material must work well with existing conditions, be drought tolerant and low maintenance while reflecting the unique identities of the neighborhoods.



# APPROACH ( WORK PLAN)

## APPROACH

**TEAM** – We have compiled a team that rich in local knowledge and proven industry leaders in each of our disciplines. This is the cornerstone of our approach to your project and is further detailed below.

**MANAGEMENT** – CALA, as the prime consultant, will provide you with a single point of contact and a unique skill set suited to overcome your project challenges. We will ensure that FEMA requirements are met, and that invoices for all consultants are broken down by funding account; prepare detailed meeting summaries documenting decisions made and follow up required; and ensure a well-coordinated plan set by implementing internal QA/QC protocols.

**INFRASTRUCTURE** – BKF and Zeiger Engineers will lead our team's effort in establishing new water and electrical points of connection for the project. BKF provides local knowledge that will aid in the planning process and expedite contacts with water purveyors as old meters are abandoned and new locations set. CALA and Zeiger have a long history of collaboration. What we appreciate is their dedication to fully coordinate electrical points of connection with PG&E and to manage the application process for our clients. You will see in our scope that we work to identify and coordinate points of connection early in the process, as we realize that these can quickly become critical path items in the schedule.

**IRRIGATION** – Brookwater knows irrigation. That's all they do. We realized early in our evaluation that this project would benefit from the specialized knowledge of an irrigation design firm. Sure, CALA prepares most of the irrigation plans for our projects. However, you need your consultant to help you evaluate the right solutions for your system based upon the latest trends, best practices, and modern materials. Your site also presents challenges with extreme grade changes and low pressure, along with the need to provide both permanent and temporary plant establishment systems. Brookwater provides over 25 years of specialized irrigation services and lessons learned to apply to your project, representing a greater knowledge base than any landscape architectural firm, including CALA

**PLANTING** – We are so pleased to present the skill set of Megan Richards in the role of project manager. Megan provides a truly unique combination of management skills along with an extensive background in horticulture and arboriculture. Megan is a licensed landscape architect and a certified arborist. This background provides you a manager who can understand the intricacies of the arborist report, evaluate remaining trees during the site reconnaissance task, and develop thoughtful plant palettes based upon your unique site conditions.



# APPROACH (WORK PLAN)

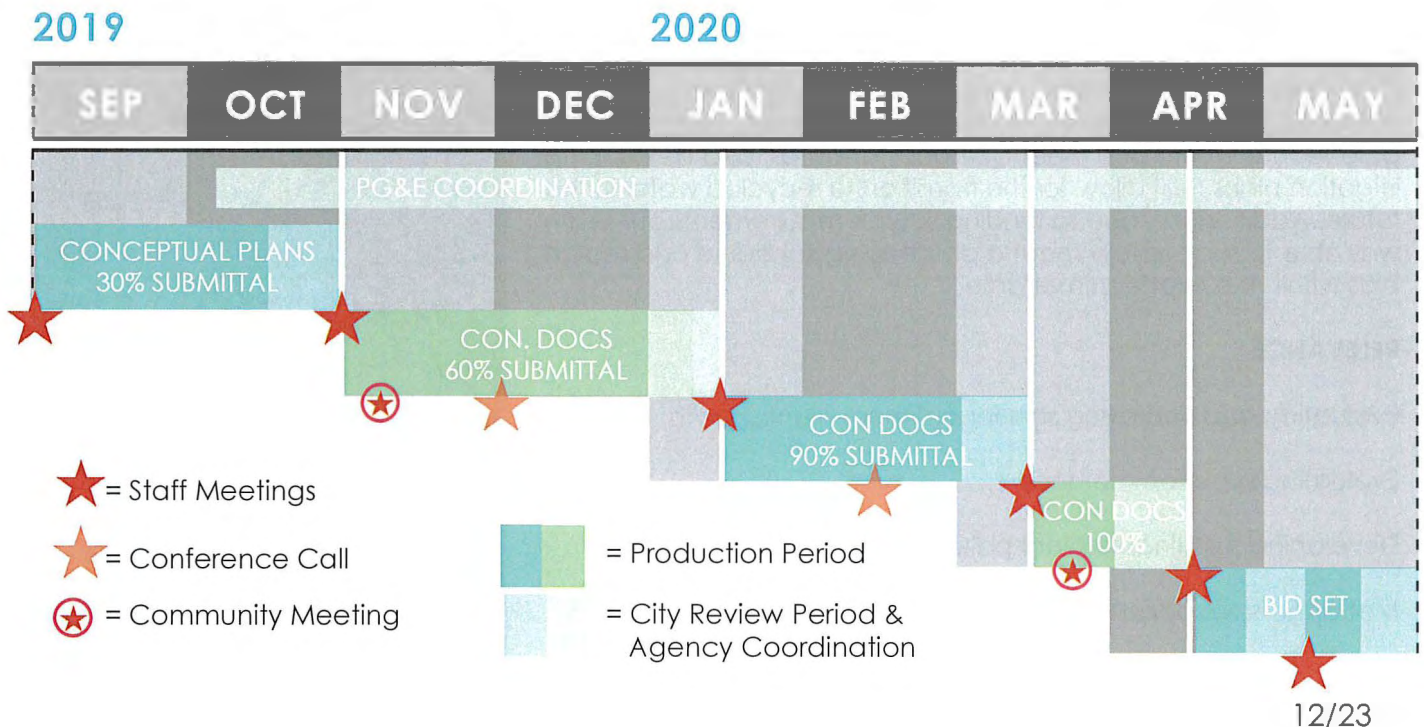
**CONSTRUCTION** – Our support to the City continues through the construction phase. We realize how critical this phase can be to the overall success of the project. Inevitably, unforeseen conditions will be encountered, and response times are critical. Shawn Sanfilippo, CALA's full time construction manager, will provide support to the City during construction. Shawn has over 25 years in the construction industry. He has seen almost everything on a construction site, can apply this knowledge to unforeseen issues as they arise, and can be a resource to the City throughout the process. He is also a certified arborist and Certified Irrigation Auditor which brings an added layer of oversight to our QA/QC process.

## SCHEDULE

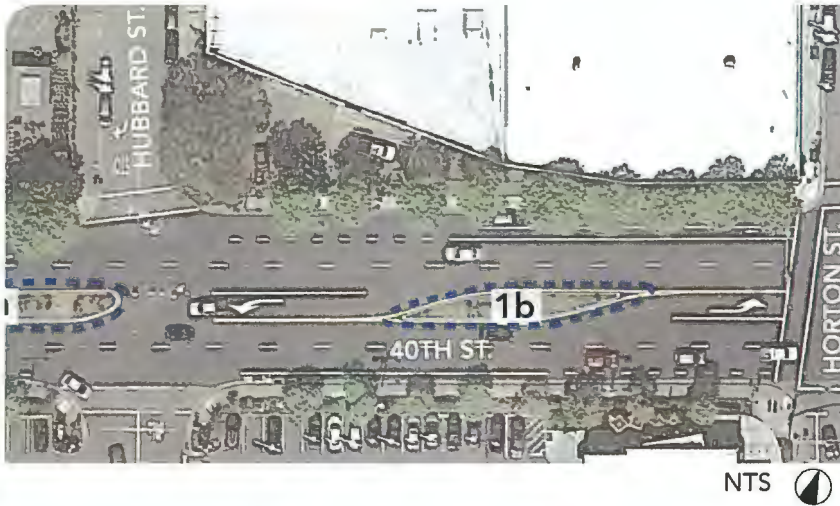
**AGGRESSIVE** - The ability to meet aggressive schedules, often dictated by funding deadlines or construction windows, is critical to successful project implementation. CALA employs multiple tools to ensure delivery. Chief among these tools is our staffing flexibility. With 22 design professionals, we can accelerate schedules if necessary or take on more work in response to unforeseeable conditions without adverse schedule impacts. Additionally, we have brought on board Brookwater for the irrigation component expanding the capacity of the team and freeing up CALA resources to for overall project management. Shown below is our preliminary schedule based upon the nine-month time frame presented in the RFP. We have made considerations for staff review time, noticing, and holiday schedule impacts.

**MANAGEMENT** - Staffing levels are complemented by CALA's proactive approach to project management. We develop a detailed Gantt chart-type schedule at the beginning of the project, update it on a monthly basis, and resolve any issues BEFORE significant implications to project development occur. Weekly reviews of project schedules, identification of 'critical path' tasks and frequent communication with clients all help to assure that deadlines are met.

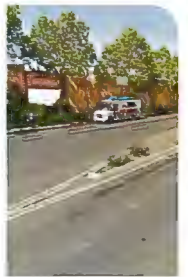
**CUTTING THE FAT** – We have made a critical suggestion to the scope of work presented in the RFP. We have essentially combined the conceptual plan and 30% construction document submittals. This combined submittal will facilitate critical design decisions and make sure we are all on the same page before moving forward into the construction document phase. It will also allow us to remove one of the submittals which eases up the schedule without negative impacts the project. However, if you do not agree with this approach, we can bring that submittal back and are committed to keeping the nine-month schedule intact.



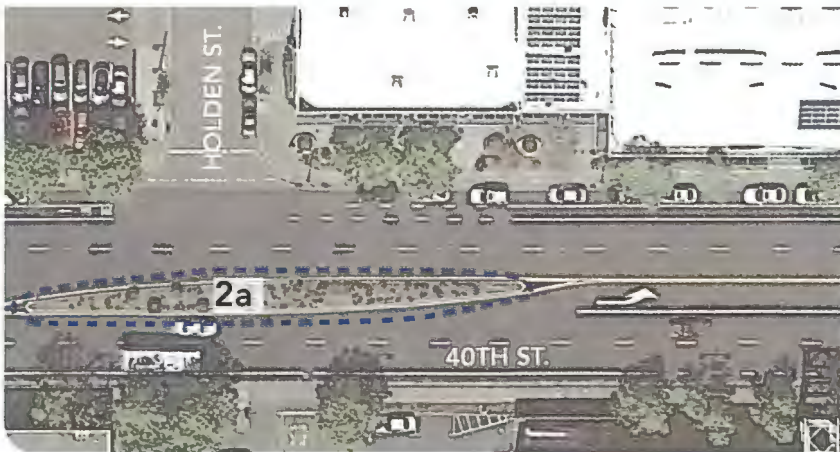
# REFERENCE PROJECTS



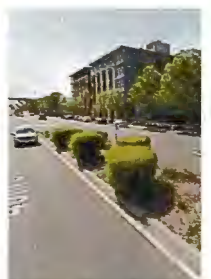
Streetview 1a



Streetview 1b



Streetview 2a



Streetview 2a

## 40TH & SAN PABLO MEDIANS | City of Emeryville

CALA recently collaborated with the City of Emeryville to improve the landscaping within medians along two important corridors, 40th Street and San Pablo Avenue. Our involvement included evaluating existing conditions, developing a Bay Friendly plant palette that would also meet Caltrans standards, and developing irrigation plans that allow for the transition to recycled water in the future. Additionally, due to funding source requirements our team was able to successfully meet a challenging schedule and realize bids within the allotted timeframe.

### RELEVANCE

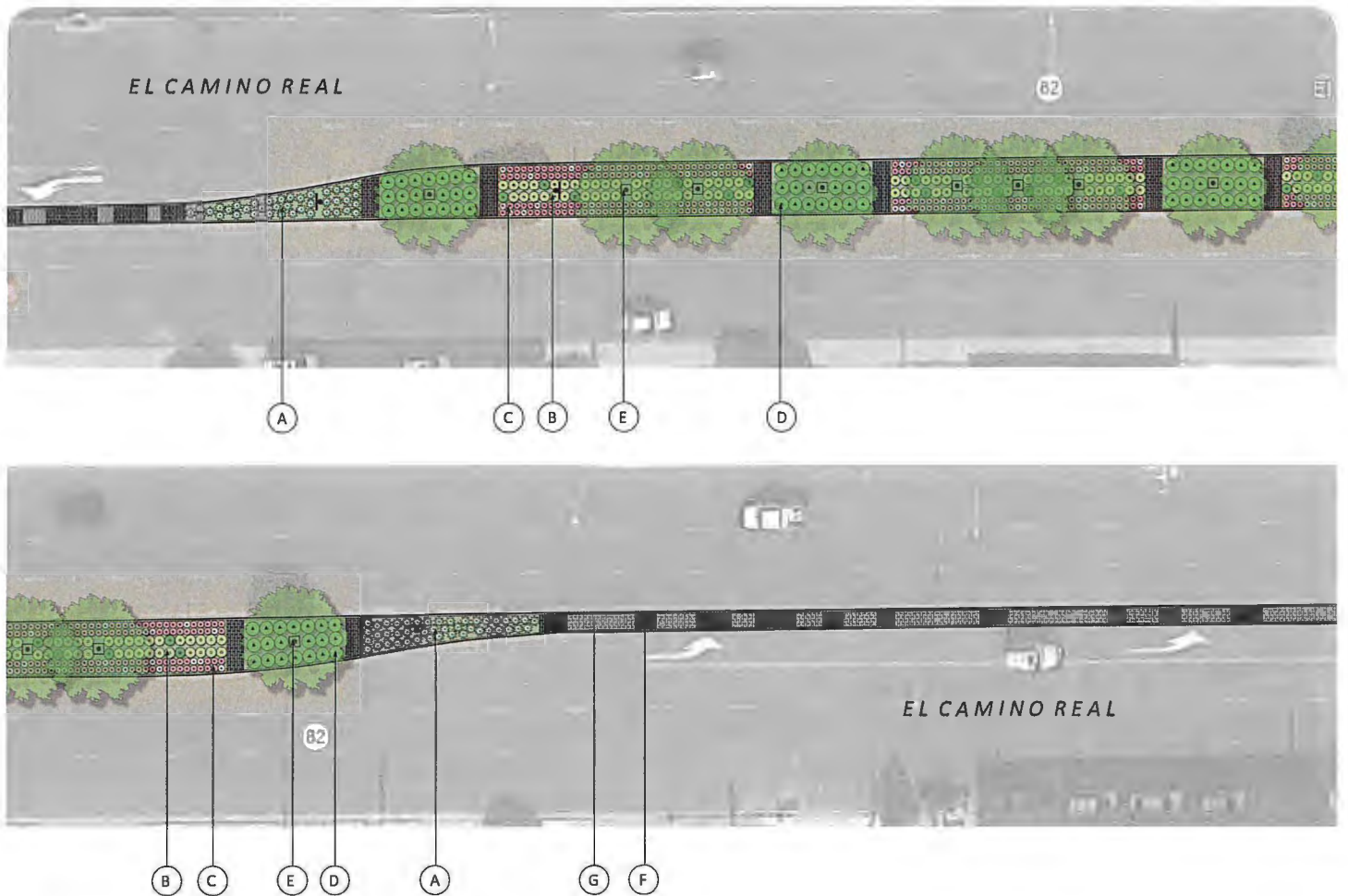
- Evaluating and improving soils for optimum plant growth
- Evaluating irrigation methods
- Developing sustainable plant palettes
- Met aggressive deadlines

**CLIENT CONTACT**  
 Chadrick Smalley  
 510.596.4355

**DESIGN CONTRACT**  
 \$50,344

**SERVICES**  
 Outreach  
 Project Branding  
 Master Planning  
 Traffic Analysis  
 Grant Services  
 CEQA

## REFERENCE PROJECTS



### EL CAMINO REAL MEDIANS | City of South San Francisco

Having previously completed a master plan for the El Camino Real corridor through South San Francisco, CALA was once again retained to further refine design concepts and develop phased implementation plans for approximately 1.5 miles of medians. This effort was part of an overall goal of enhancing major corridors within the City. CALA developed more detailed plans to crystalize an overall vision, including cost estimates, which provided decision makers with the necessary tools to evaluate and approve a design direction. Since the plan's approval, CALA has prepared phase one construction documents, included planning and encroachment permit approvals from Caltrans. The first phase is now under construction.

#### RELEVANCE

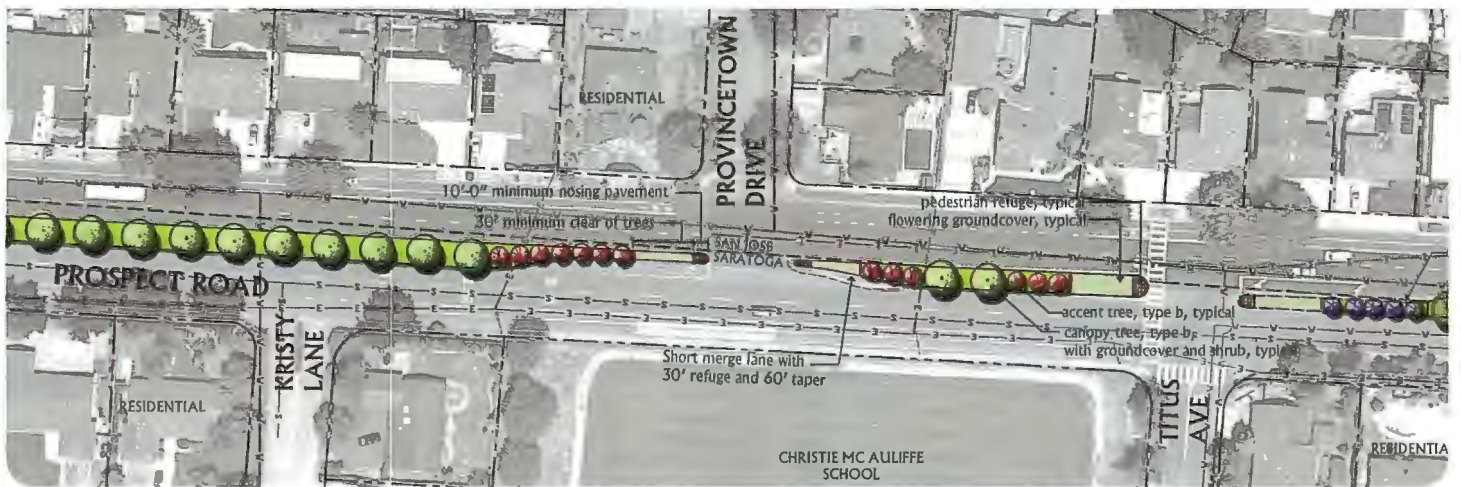
- Establishment of points of connection
- Sustainable plant palette
- Building consensus for an approved design

**CLIENT CONTACT**  
Sharon Ranals  
650.829.3800

**DESIGN CONTRACT**  
\$53,659

**SERVICES**  
Programming  
Outreach  
Caltrans Coordination  
Designs Standards for ECR  
Master Planning

# REFERENCE PROJECTS



## PROSPECT ROAD MEDIANS | City of Saratoga

Prospect Road is a major four lane arterial road at the convergence of Saratoga and San José city limits. To enhance the residential character of the neighborhood and address circulation and safety concerns for the community, CALA developed a master plan for median improvements. This plan provides a vision for the design and implementation of a series of 17 raised, landscaped medians along 1.9 miles of Prospect Road. Public outreach efforts, detailed cost estimates and a phasing plan were included as valuable tools to help Saratoga bring this master plan to reality. CALA also produced construction documents for a prototype median, establishing a palette of landscape and irrigation materials, construction details, and plants from which the future medians can be drawn.

### RELEVANCE

- Establishment of points of connection
- Building consensus for an approved design

**CLIENT CONTACT**  
John Cherbone  
408-868-1241

**DESIGN CONTRACT**  
Approx. \$45,000

**SERVICES**  
Programming  
Outreach  
Project Branding  
Master Planning





**PRESIDIO PARKWAY / DOYLE DRIVE | City of San Francisco**

Presidio Parkway and Doyle Drive are located in San Francisco California and connect the Golden Gate Bridge to San Francisco’s Marina District. The site consists of two miles of roadway with planting on both sides and in medians. Included are parking lots, parkland, and side street plantings. The project began in 2013.

Brookwater’s work included preparation of a points of connection matrix which included 20 water meter locations noting sizes of the meters and mainline, flow rates, and pressure required for each. Brookwater additionally designed the irrigation system for the entire project with most of the focus on the section by Golden Gate Bridge and the CalTrans portions of the project. Staff worked closely with CalTrans to establish points of connections so construction could begin. This work was completed over multiple phases and with multiple lead design firms.

**CLIENT CONTACT**  
 Andrew Sullivan  
 415-477-5066

**DESIGN CONTRACT**  
 \$141,250

**SERVICES**  
 Irrigation Design

16/28



### **FIVE CANYONS PARKWAY, Alameda County**

Alameda County selected CALA to provide landscape rehabilitation services for a two-mile parkway adjacent to a residential subdivision. Our firm provided conceptual designs through construction documents which included meeting with the homeowner's association throughout the preparation of plans, specifications, and estimates. Services also included an evaluation of existing irrigation system and landscape, and recommendations for repair and replacement. The final planting design incorporated plants that thrived in the exposed, rocky soil of the site and reduced the number of new plant types to simplify the busy look of the original palette.

#### **RELEVANCE**

Elevation changes

Challenging soils and exposed conditions

# SCOPE OF SERVICES

## 1.0 PROJECT MANAGEMENT

- 1.01 **Progress Meetings:** Attend regular in-person meetings (at least one per month for the duration of the project) with the City to keep the City informed of the progress of the plans, review comments, and to ensure the project is provided in a timely manner per the schedule. CALA shall prepare **agendas** in advance for review and **meeting summaries** clearly indicating items discussed, tasks requiring follow up, due dates, and responsible parties. Assume team attendance includes:
- a. CALA – All meetings – Assume six meetings
  - b. Brookwater – Assume three meetings
  - c. BKF – Assume two meetings
  - d. Zeiger Engineers – Assume two meetings
- 1.02 **Public Meetings:** Prepare for and attend public meetings (assume two) regarding the project. Assist the City in presenting materials, answering questions, and facilitating comments. Utilize graphics provided as part of other tasks and no new materials will be prepared as part of this task. Prepare **meeting summary**.
- 1.03 **Project Schedule:** Prepare a detailed project schedule in MS Project. Schedule shall show significant milestones and allow for reasonable time periods for City review of materials. Update the schedule monthly as warranted and notify the City if there are delays in any milestones. Submit **monthly progress schedule** in MS Project format for City use.

### SCOPE/SCHEDULE/COST

One of the qualities that our clients value is our ability to self-manage. Weekly reviews of project schedules, identification of 'critical path' tasks and regular communication with the client all help to ensure that deadlines are met. Where project acceleration or other needs arise, we work with you in a collaborative manner to identify the best means to meet project goals. These tools were recently utilized on the 40th and San Pablo Streetscape plan, in order to meet the tight timeline.

## 2.0 CONCEPTUAL PLANS

- 2.01 **Startup Meeting (included in task 1.01):** Schedule, coordinate and facilitate a single kick-off meeting with City staff from various departments to discuss the goals, objectives, outreach, city standards, schedule and desired outcome of the project. Verify review process, available base information, and other administrative procedures. Address any preliminary project concerns, and formalize contacts. Submit **meeting summary**. (*Subconsultants in attendance shall include Brookwater, BKF, and Zeiger Engineers*)
- 2.02 **Background Research:** Obtain, research and analyze all available information made available from the City. This shall include base information discussed further in task 2.03 Base Plans, City standards, invoicing requirements, as-builts, approved street tree list and/or approved plant list (if available), etc. If additional information is required submit **summary memo** to City for consideration.
- 2.03 **Base Plans (BKF Lead):** Proceed to develop base maps in Autocad format comprised of a compilation of available resources and documents including GIS data, aerial photographs, and other documentation made available by the City. Utilize GIS and other available data to indicate

# SCOPE OF SERVICES

underground utilities. Utilize assessor's parcel lines, provided by the City, to indicate private/public sides of the AP lines delineating maintenance responsibility on all plan sets moving forward. Format base sheets, at 20 scale, including key maps on each sheet for reference.

2.04 **Site Reconnaissance and Inventory:** Utilizing prepared base maps perform site reconnaissance of the entire site to document existing conditions not found or readily available on the base plans. This includes remaining tree stumps, existing visible equipment, etc. As part of our site reconnaissance we will identify items that may require attention from the City that are not part of this contract. These include ADA issues, damaged sidewalks, etc. Note items and submit **summary memo**. Additionally, collect up to 10 soil samples and provide to test lab to evaluate horticultural suitability and to guide corrective measures. It is anticipated that this task will occur over multiple days considering the length of the corridor. Photograph site for studio use. Transfer data collected into construction documents and related plans.

2.05 **Draft Conceptual Planting Plans:** Identify up to two typical segments within Coffee Park project limits and up to three typical segments within the Fountain Grove corridor. Prepare a plan vignette, at twenty scale, for each of the typical segments (total five) to illustrate proposed planting concept. Plans shall illustrate proposed tree and shrub layouts, delineate public and private areas, include images of proposed plant materials, and include a key map of entire project limits to illustrate where typical segments are located. Plans will be prepared in autocad and rendered in color for presentation purposes. Submit **conceptual planting plans** to City for review.



## CONCEPTUAL PLANTING PLAN

We take pride in our deliverables. Early conceptual plans are highly graphic and supplemented with images of proposed plant materials to maximize communication of proposed improvements in order to better facilitate feedback.

2.06 **Schematic Irrigation Plan and Materials List (Brookwater Lead):** Provide enough information to educate the points of connection plan including proposed meter, backflow, and controller locations, meter size, need for and location of booster pumps, and mainline runs. Provide a list of proposed irrigation equipment including options, pros and cons of each, and recommendations. Include product literature as necessary to support for recommendations. Submit **schematic irrigation plan** and **materials list** to city for review.

## SCOPE OF SERVICES

- 2.07 **Plant List:** As part of the draft conceptual plan submittal prepare a preliminary planting list identifying preferred tree, shrub and groundcover species, container sizes, and proposed spacing. Categorize list by plant type (trees, shrubs, groundcovers) and location (public median vs private parking strip).
- 2.08 **Points of Connection Plan (Zeiger Engineers Lead):** Proceed to prepare plan to illustrate all existing and proposed points of connection for electrical service, including irrigation controllers, pumps and other equipment. Submit **preliminary points of connection plan** for city review.
- 2.09 **Review Meeting (included in task 1.01):** Prepare for and attend a single review meeting with City staff to review the above. Discuss status of citizen and non-profit organization interest in planting trees, and required modifications to the design direction presented in the concept plans. Submit **meeting summary**. (*Subconsultants in attendance shall include Brookwater, BKF, and Zeiger Engineers*)
- 2.10 **Final Conceptual Plans – 30% Submittal:** Based upon feedback proceed to revise the concept plans as needed to conform to the constraints of the funding sources, requests of the City, and for public presentations. Prepare conceptual plan(s) and update the **proposed planting list, points of connection plans, and schematic irrigation plan**.

### COMBINED SUBMITTAL

This combined submittal will facilitate critical design decisions and make sure we are all on the same page before moving forward into the construction document phase. By eliminating one submittal we can ease up the schedule to accommodate efficient plan development, and coordination and quality control

- 2.11 **PG&E Applications (Zeiger Engineers Lead):** Coordinate with PG&E for all new service meter locations and submit necessary Application for New Service to PG&E on behalf of City.

### 3.0 CONSTRUCTION DOCUMENTS

- 3.01 **Construction Documents – 60% Submittal:** Based upon the approved conceptual plan proceed to develop **construction documents** to a 60% level of completion. Provide 3 full sized sets of construction plans, specifications, cost estimate and electronic copy of the same to the City at each submittal stage unless otherwise noted. Plan set to include;
- Cover Sheet:** Per City of Santa Rosa standards. Include list of permits required to be obtained by the construction contractor in order to construct the site based on the plans.
  - Key Plan:** Included on cover sheet and on each individual plan sheet for reference.
  - Existing Conditions and Demolition Plan:** Combined plan identifying key elements at the existing site and items to be demolished including trunks, trees, equipment, etc.
  - Grading and Drainage Plans (Optional Services):** Full grading and drainage plans for the entire project area are not anticipated. If grading or drainage issues are identified during the process then up to three vignette plans will be developed to address those issues.
  - Electrical Plans (Zeiger Engineers Lead):** Identifying points of connection for new service meter pedestals.
  - Irrigation Points of Connection Plans (BKF Lead):** Identifying proposed meter locations for irrigation service and coordination requirements.
  - Site Construction Plans (not anticipated):** Site construction plans are not anticipated. If sidewalk or roadway replacement is required for irrigation or electrical trenches then that will be indicated on related plans.

## SCOPE OF SERVICES

- h. **Irrigation Plans (Brookwater Lead):** Reference points of connection, equipment locations (controllers, backflows, booster pumps, etc.), mainline run, proposed valve locations, and materials list.
  - i. **Planting Plans:** Illustrating tree, shrub, and groundcover locations/masses, plant list, and notes.
  - j. **Details:** Standard and site-specific details as needed and required.
  - k. **Technical Specifications:** Outline format only for 60%.
  - i. **Stormwater Pollution Protection Plan (BKF lead)**
- 3.02 **Cost Estimate:** Prepare a **cost estimate** of the proposed improvements including a breakdown by area and funding sources.
- 3.03 **Review Meeting (included in task 1.01):** Prepare for and attend a single review meeting with City staff to review the above. Conduct an interdepartmental review session to review City comments on the 60% PS&E submittal. Submit written **meeting summary**. *(Subconsultant in attendance shall include Brookwater)*
- 3.04 **Construction Documents – 90% Submittal:** Based on comments received, prepare **90% construction documents** including plans, specifications and refined cost estimate. Deliver one (1) PDF and three (3) hardcopy sets of plans and specifications to City for review.
- 3.05 **Review Meeting (included in task 1.01):** Prepare for and attend a single review meeting with City staff to review the above. Conduct an interdepartmental review session to review City comments on the 90% PS&E submittal. Submit written **meeting summary**. *(No Subconsultant attendance assumed)*
- 3.06 **Construction Documents – 100% Submittal:** Based on comments received, prepare **100% construction documents** including plans, specifications and refined cost estimate. Deliver one (1) PDF and three (3) hardcopy sets of plans and specifications to City for review. Submit 100% submittal to City's Building Division for review and approval per the Building Division requirements.
- 3.07 **Staff Meeting (included in task 1.01):** Prepare for and attend a single review meeting with City staff to review the above. Conduct an interdepartmental review session to review City and Building Department comments on the 100% PS&E submittal. Submit written **meeting summary**. *(No Subconsultant attendance assumed)*
- 3.08 **Bid Set:** Based on comments received, prepare **Bid Set** including plans, specifications and refined cost estimate. Resubmit to building department and continue to address comments until approved and stamped by the City Building Division. Allow for one (1) review meeting during this process. Once the bid set is approved by the City's Building Division, provide the Building Division with all requested items and updates and provide a PDF version of the bid set and three (3) full size copies to the Recreation and Parks Department.
- 3.09 **Project Archive:** Submit unlocked AutoCAD files or similar documents for the City's future use.

#### 4.0 BIDDING AND CONSTRUCTION SUPPORT

During the bidding and construction period we would like to provide you with supplemental services to assist your full-time project construction administrator. These services would be provided on an hourly basis as requested. Services include:

- 4.01 **Bid Period:** Assist City staff in bidding process as required, including answering technical questions from bidders.
- 4.02 **Pre-Bid Meeting:** Prepare for and attend a single pre-bid meeting to support City in review of project and plans. **(No Subconsultant attendance assumed)**
- 4.03 **Response to RFI's:** Respond to all technical questions during City's construction bidding and construction process. Issue addendums as required.
- 4.04 **Bid Analysis Support:** Review contractor bids, as provided by the City. Review for discrepancies and potential oversights. Provide feedback to city.
- 4.05 **Submittal Review:** Review and process all shop drawings and submittals required by technical specifications. City staff will provide inspection and maintain submittal records.
- 4.06 **RFI's and Change Orders:** Assist City staff in determining and processing requests for information and change orders
- 4.07 **Progress Meetings / Site Reviews:** Provide site reviews and prepare field reports on construction progress and compliance with design intent including recommendations for correction of any deficiencies. Assume eight (8) field meetings. . *(assumed subconsultant attendance shall include Brookwater (3 meetings) and Zeiger Engineers (1 meeting))*



#### **CULTURE OF LEARNING**

Whenever possible we strive to bring staff out to construction sites to see first hand how projects are implemented, how drawings translate into real world improvements, and to discuss lessons learned. This culture of learning permeates our office and fosters professional growth and better plans.

# CONCEPTUAL PLAN GRAPHICS





Agave Blue Glow



Calamagrostis canadensis 'Tall Feeder'



Phormium Tenax 'Red Leaf'



Plumbago Indica



Trestonia Conifera



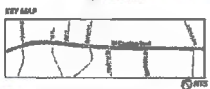
Linear Paver (Black/Gray)



Square Paver (Light Gray)

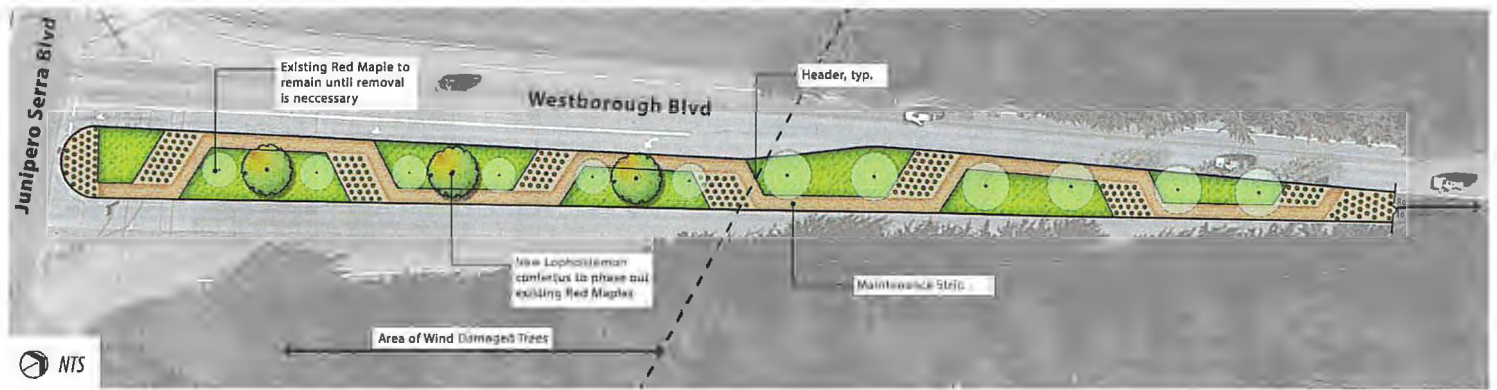


Wire Mesh Fencing (Black)



**PONDEROSA RD - COUNTRY CLUB DR  
CONCEPTUAL PLAN**

EL CAMINO REAL MEDIANS  
South San Francisco, California



NTS

LEGEND

Graphic	Description	Images
	Rocks without Planting	
	Rocks with Planting	
	Planting based on Plant Palette	
	Existing Trees	
	New Trees	



VIGNETTE 2  
 WESTBOROUGH CORRIDOR BEAUTIFICATION PLAN  
 South San Francisco, California

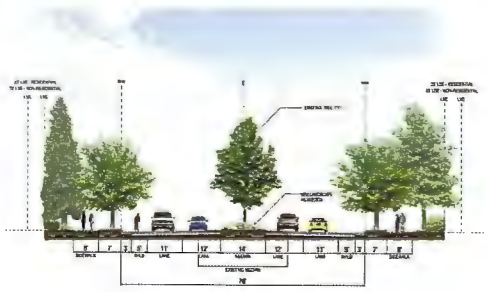
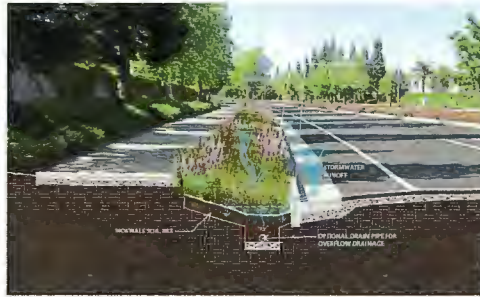
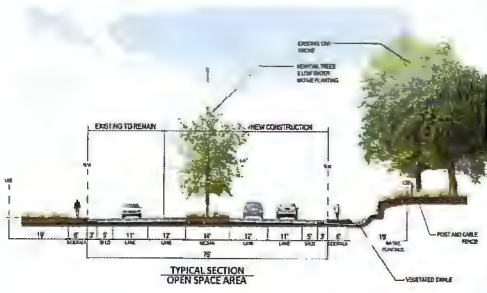


Photo-Realistic Cross Sections

Visual Simulations

Image Boards

## SUPPORTING GRAPHICS

A variety of graphic techniques can be employed during the conceptual design and community outreach phases of the project. These types of graphics supplement plan view graphics and are extremely effective in helping the community and decision makers visualize the improvements proposed. Improved understanding results in better feedback.

**CERTIFICATION REGARDING LOBBYING**

The undersigned [Contractor] certifies, to the best of his or her knowledge, that:

No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

1. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form- LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

2. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Contractor, Callander Associates Landscape Architecture, Inc., certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, Contractor understands and agrees that the provisions of 31 U.S.C. § 3801 *et seq.*, apply to this certification and disclosure, if any.

Signature of Contractor's Authorized Official:

 \_\_\_\_\_

Name and Title of contractor's Authorized Official:

Brian Fletcher, President  
\_\_\_\_\_

Date:

6-26-19  
\_\_\_\_\_

**Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion  
Lower Tier Covered Transactions**

This certification is required by the regulations implementing Executive Orders 12549 and 12689, 2 C.F.R part 180, Debarment and Suspension, and 2 C.F.R. § 200.213. Copies of the regulations may be obtained by contacting the person to which this proposal is submitted.


**(BEFORE COMPLETING CERTIFICATION,  
READ INSTRUCTIONS ON PAGES TWO AND THREE BELOW)**

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Firm Name: Callander Associates Landscape Architecture, Inc. \_\_\_\_\_

Name and Title of Authorized Representative: Brian Fletcher, President \_\_\_\_\_

Signature of Authorized Representative:

 \_\_\_\_\_

Date:

\_\_6-26-19\_\_\_\_\_

## INSTRUCTIONS FOR CERTIFICATION

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out on page one.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549, at 2 C.F.R. Parts 180 and 417. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the System for Award Management (SAM) database.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

# Exhibit B

## Task Matrix

### Fire Damaged Roadway Landscaping

June 26, 2019

		Calkender Associates' Personnel and Rates																																																																														
Phase	Description	Principal @ \$206		Job Captain @ \$135		Designer I @ \$127		Administrator @ \$105		Construction Mon @ \$158		CA Fees		BKF	Brookwater	Zelger																																																																
		hrs	\$	hrs	\$	hrs	\$	hrs	\$	hrs	\$	hrs	\$	\$	\$	\$																																																																
<b>1.0</b>	<b>Project Management</b>																																																																															
1.01	Progress Meetings (see scope for number of meetings)	36.0	\$ 7,416.00	56.0	\$ 7,560.00	-	\$ -	6.0	\$ 630.00	-	\$ -	98.0	\$ 15,606.00	\$ 6,750.00	\$ 4,700.00	\$ 3,680.00																																																																
1.02	Public Meetings	16.0	\$ 3,296.00	24.0	\$ 3,240.00	16.0	\$ 2,032.00	4.0	\$ 420.00	-	\$ -	60.0	\$ 9,480.00	\$ 1,500.00	\$ 2,100.00	\$ 3,040.00																																																																
1.03	Project Schedule	1.0	\$ 206.00	4.0	\$ 540.00	-	\$ -	-	\$ -	-	\$ -	5.0	\$ 746.00	\$ -	\$ 700.00	\$ -																																																																
		53.0	\$ 10,918.00	84.0	\$ 11,340.00	16.0	\$ 2,032.00	10.0	\$ 1,050.00	-	\$ -	163.0	\$ 25,340.00	\$ 8,250.00	\$ 7,500.00	\$ 6,720.00																																																																
<b>2.0</b>	<b>Conceptual Plans</b>																																																																															
2.01	Startup Meeting (time included in 1.01)	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	\$ -	\$ -	\$ -																																																																
2.02	Background Research	1.0	\$ 206.00	6.0	\$ 810.00	-	\$ -	1.0	\$ 105.00	-	\$ -	8.0	\$ 1,121.00	\$ 4,000.00	\$ 2,100.00	\$ -																																																																
2.03	Base Plans	1.0	\$ 206.00	4.0	\$ 540.00	8.0	\$ 1,016.00	-	\$ -	-	\$ -	13.0	\$ 1,762.00	\$ 10,000.00	\$ -	\$ -																																																																
2.04	Site Reconnaissance & Inventory	8.0	\$ 1,648.00	24.0	\$ 3,240.00	32.0	\$ 4,064.00	4.0	\$ 420.00	-	\$ -	68.0	\$ 9,372.00	\$ 7,500.00	\$ 4,200.00	\$ -																																																																
2.05	Draft Conceptual Plans	4.0	\$ 824.00	20.0	\$ 2,700.00	40.0	\$ 5,060.00	-	\$ -	-	\$ -	64.0	\$ 8,604.00	\$ -	\$ -	\$ 5,640.00																																																																
2.06	Schematic Irrigation Plan & Materials List	2.0	\$ 412.00	4.0	\$ 540.00	-	\$ -	-	\$ -	4.0	\$ 632.00	10.0	\$ 1,584.00	\$ -	\$ 3,500.00	\$ -																																																																
2.07	Plant List	1.0	\$ 206.00	8.0	\$ 1,080.00	-	\$ -	2.0	\$ 210.00	-	\$ -	11.0	\$ 1,496.00	\$ -	\$ -	\$ -																																																																
2.08	Points Connection Plan	1.0	\$ 206.00	4.0	\$ 540.00	-	\$ -	-	\$ -	-	\$ -	5.0	\$ 746.00	\$ -	\$ -	\$ -																																																																
2.09	Review Meeting (time included in 1.01)	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	\$ -	\$ -	\$ -																																																																
2.10	Final Conceptual Plans - 30% Submittal	2.0	\$ 412.00	8.0	\$ 1,080.00	16.0	\$ 2,032.00	2.0	\$ 210.00	-	\$ -	28.0	\$ 3,734.00	\$ -	\$ 1,750.00	\$ 1,324.00																																																																
2.11	PG&E Applications	2.0	\$ 412.00	4.0	\$ 540.00	-	\$ -	-	\$ -	-	\$ -	6.0	\$ 952.00	\$ -	\$ -	\$ -																																																																
		22.0	\$ 4,532.00	82.0	\$ 11,070.00	96.0	\$ 12,192.00	9.0	\$ 945.00	4.0	\$ 632.00	213.0	\$ 29,371.00	\$ 21,500.00	\$ 11,550.00	\$ 6,964.00																																																																
<b>3.0</b>	<b>Construction Documents</b>																																																																															
3.01	Construction Documents - 60% submittal	30.0	\$ 6,180.00	99.0	\$ 13,365.00	154.0	\$ 19,558.00	4.0	\$ 420.00	18.0	\$ 2,844.00	305.0	\$ 42,367.00	\$ -	\$ 31,680.00	\$ 7,200.00																																																																
3.02	Cost Estimate	4.0	\$ 824.00	16.0	\$ 2,160.00	16.0	\$ 2,032.00	6.0	\$ 630.00	2.0	\$ 316.00	44.0	\$ 5,962.00	\$ 3,000.00	\$ 2,500.00	\$ 1,704.00																																																																
3.03	Review Meeting (time included in 1.01)	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	\$ -	\$ -	\$ -																																																																
3.04	Construction Documents - 90% submittal	17.0	\$ 3,502.00	51.0	\$ 6,885.00	73.0	\$ 9,271.00	4.0	\$ 420.00	10.0	\$ 1,580.00	155.0	\$ 21,658.00	\$ 16,000.00	\$ 15,840.00	\$ 3,000.00																																																																
3.05	Review Meeting (time included in 1.01)	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	\$ -	\$ -	\$ 992.00																																																																
3.06	Construction Documents - 100% Submittal	8.0	\$ 1,648.00	25.0	\$ 3,375.00	36.0	\$ 4,572.00	4.0	\$ 420.00	6.0	\$ 948.00	79.0	\$ 10,963.00	\$ 12,000.00	\$ 5,280.00	\$ 1,428.00																																																																
3.07	Staff Meeting (time included in 1.01)	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	\$ -	\$ -	\$ -																																																																
3.08	Bid Set	17.0	\$ 3,502.00	51.0	\$ 6,885.00	73.0	\$ 9,271.00	4.0	\$ 420.00	10.0	\$ 1,580.00	155.0	\$ 21,658.00	\$ 10,000.00	\$ 2,760.00	\$ -																																																																
3.09	Project Archive	-	\$ -	4.0	\$ 540.00	6.0	\$ 762.00	-	\$ -	-	\$ -	10.0	\$ 1,302.00	\$ 1,500.00	\$ -	\$ -																																																																
		76.0	\$ 15,656.00	224.0	\$ 33,210.00	359.0	\$ 45,466.00	22.0	\$ 2,310.00	46.0	\$ 7,268.00	748.0	\$ 103,910.00	\$ 42,500.00	\$ 58,060.00	\$ 14,324.00																																																																
<b>4.0</b>	<b>Bidding &amp; Construction Support</b>																																																																															
4.01	Bid Period	4.0	\$ 824.00	8.0	\$ 1,080.00	6.0	\$ 762.00	-	\$ -	8.0	\$ 1,264.00	26.0	\$ 3,930.00	\$ -	\$ 2,100.00	\$ -																																																																
4.02	Pre-Bid Meeting	2.0	\$ 412.00	8.0	\$ 1,080.00	-	\$ -	-	\$ -	8.0	\$ 1,264.00	18.0	\$ 2,756.00	\$ -	\$ -	\$ -																																																																
4.03	Response to RFIs	-	\$ -	4.0	\$ 540.00	6.0	\$ 762.00	-	\$ -	8.0	\$ 1,264.00	18.0	\$ 2,566.00	\$ 2,500.00	\$ 4,200.00	\$ -																																																																
4.04	Bid Analysis Support	-	\$ -	4.0	\$ 540.00	-	\$ -	-	\$ -	4.0	\$ 632.00	8.0	\$ 1,172.00	\$ -	\$ 875.00	\$ -																																																																
4.05	Submittal Review	2.0	\$ 412.00	16.0	\$ 2,160.00	-	\$ -	-	\$ -	24.0	\$ 3,792.00	42.0	\$ 6,364.00	\$ 2,500.00	\$ 1,400.00	\$ 2,668.00																																																																
4.06	RFIs and Change Orders	-	\$ -	16.0	\$ 2,160.00	20.0	\$ 2,540.00	-	\$ -	16.0	\$ 2,528.00	52.0	\$ 7,228.00	\$ 2,500.00	\$ 3,312.00	\$ -																																																																
4.07	Progress Meetings/ Site Review	2.0	\$ 412.00	24.0	\$ 3,240.00	-	\$ -	-	\$ -	48.0	\$ 7,584.00	74.0	\$ 11,236.00	\$ -	\$ 3,150.00	\$ -																																																																
4.08	Substantial Completion	-	\$ -	6.0	\$ 810.00	-	\$ -	-	\$ -	6.0	\$ 948.00	12.0	\$ 1,756.00	\$ -	\$ 2,100.00	\$ -																																																																
4.09	As-Builts	2.0	\$ 412.00	4.0	\$ 540.00	8.0	\$ 1,016.00	-	\$ -	-	\$ -	14.0	\$ 1,968.00	\$ 5,000.00	\$ 1,380.00	\$ -																																																																
		12.0	\$ 2,472.00	90.0	\$ 12,150.00	40.0	\$ 4,064.00	-	\$ -	122.0	\$ 19,276.00	264.0	\$ 38,978.00	\$ 12,500.00	\$ 18,517.00	\$ 2,668.00																																																																
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	Grassing and Drainage Plans (During the conceptual design phase we will identify areas in need of grassing and drainage repairs. Once identified a more refined fee proposal for those services will be provided.)	4.0	\$ 824.00	8.0	\$ 1,080.00	-	\$ -	-	\$ -	-	\$ -	12.0	\$ 1,904.00	\$ 54,000.00	\$ -	\$ 55,904.00																																																																