CITY OF SANTA ROSA
PROFESSIONAL SERVICES AGREEMENT
WITH CALLANDER ASSOCIATES LANDSCAPE ARCHITECTURE, INC.
AGREEMENT NUMBER _____

This "Agreement" is made as of this ____day of_____, 2023, by and between the City of Santa Rosa, a municipal corporation ("City"), and Callander Associates Landscape Architecture, Inc., a California corporation ("Consultant").

R E C I T A L S

A. City desires to obtain landscape architectural design and engineering services to prepare a master plan amendment and construction documents for improvements to Martin Luther King Jr. Neighborhood Park and the adjacent pedestrian and bike trail.

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.

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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 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 eight hundred sixty thousand, seventy-six dollars and no cents ($860,076.00). The City's Chief Financial Officer is authorized to pay all proper claims from Charge Number 09785.

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.

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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.

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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:

Emily Ander, Assistant Parks Planner
55 Stony Point Road
Santa Rosa, CA 95401
707.543.3774
eander@srcity.org

Consultant Representative:

Brian Fletcher, President
1633 Bayshore Hwy Suite 133
Burlingame, CA 94010
650.375.1313
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.

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

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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, 2027.

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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.

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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 _X_ 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

(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.

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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) 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

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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.

20. COUNTERPARTS AND ELECTRONIC SIGNATURES

This Agreement and future documents relating thereto may be executed in two or more counterparts, each of which will be deemed an original and all of which together constitute one Agreement. Counterparts and/or signatures delivered by facsimile, pdf or City-approved electronic means have the same force and effect as the use of a manual signature. Both City and Consultant wish to permit this Agreement and future documents relating thereto to be electronically signed in accordance with applicable federal and California law. Either Party to this Agreement may revoke its permission to use electronic signatures at any time for future documents by providing notice pursuant to the Agreement. The Parties agree that electronic signatures, by their respective signatories are intended to authenticate such signatures and to give rise to a valid, enforceable, and fully effective Agreement. The City reserves the right to reject any signature that cannot be positively verified by the City as an authentic electronic signature.

Executed as of the day and year first above stated.

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CONSULTANT:

Callander Associates Landscape Architecture, Inc.

TYPE OF BUSINESS ENTITY *(check one)*:

_____ Individual/Sole Proprietor
_____ Partnership
__X__ Corporation
_____ Limited Liability Company
_____ Other (please specify: _____)

Signatures of Authorized Persons:

By: _____

Print Name: Brian Fletcher

Title: President

By: _____

Print Name: Benjamin W. Woodside

Title: Principle/Corp. Secretary

City of Santa Rosa Business Tax Cert. No.

06521817

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

CITY OF SANTA ROSA
a Municipal Corporation

By:_____

Print Name: Natalie Rogers

Title: Mayor

APPROVED AS TO FORM:

_____
Office of the City Attorney

ATTEST:

_____
City Clerk

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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.

	Insurance	Minimum Coverage Limits	Additional Coverage Requirements
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. **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**.
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.

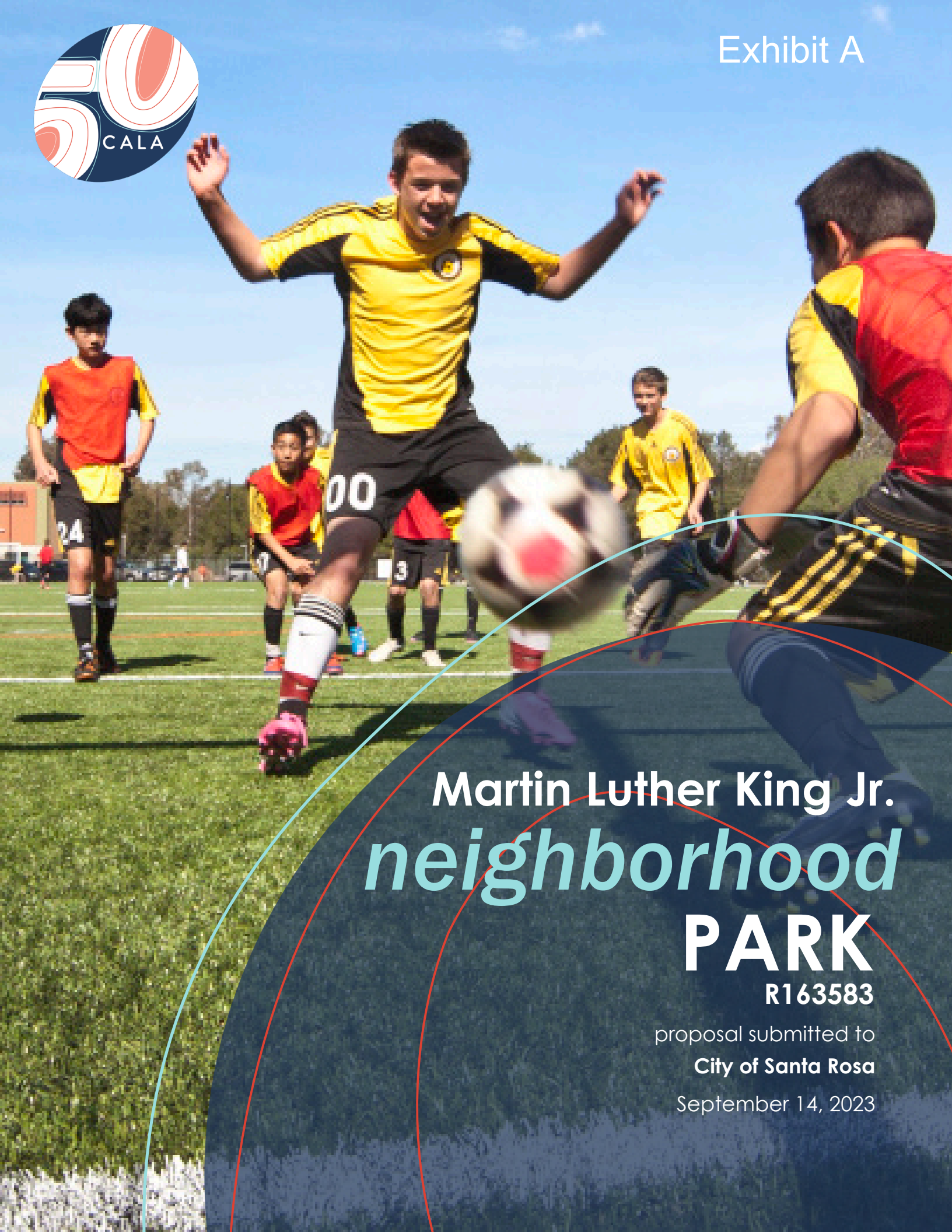
2. All insurance coverage amounts provided by Consultant and available or applicable to this Agreement are intended to apply to the full extent of the policies. Nothing contained in this Agreement limits the application of such insurance coverage. Defense costs must be paid in addition to coverage amounts.

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.

Exhibit A



Martin Luther King Jr. *neighborhood* PARK

R163583

proposal submitted to

City of Santa Rosa

September 14, 2023

field experts

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* Resumes to be excluded from page count

experts at
PLAY

COVER LETTER/EXECUTIVE SUMMARY

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

ATTENTION: MLK PARK + NEWHALL TRAIL REVIEW COMMITTEE (RFP 163583)

Dear Reviewing Committee,

MLK Park serves as the beating heart of the South Park community. It is a place for celebration, supports families, and provides recreational opportunities to the community severely lacking in park space. Additionally, the connecting Newhall Trail has the potential to provide critical connections if safety concerns can be met through inviting improvements. Our goal will be to realize the full potential of MLK Park and Newhall Trail through much needed improvements that address concerns including deferred maintenance, safety, and the unhoused.

Our CALA team is excited about the opportunities posed by this project and its alignment with many of our core values…building community through exceptional services and indelible design. We have focused our approach on three main areas that are critical to the overall success of the project and process.

- MLK Park will be the city's first synthetic turf project. CALA's team of sports and fields experts are adept at helping communities navigate the myriad of choices and questions, from materials to maintenance, ensuring ***a successful first installation.***
- Maintaining the dialogue, started by the city, with stakeholders and the community must be an integral part of the design process in order to best address the unique challenges facing the park including overall safety, vandalism, the unhoused, maximizing field use, and impacts to adjacent neighbors. CALA has proven to be able to engage similar communities, through an inclusive multi-lingual outreach approach, and provide responsive design solutions that ***build consensus*** and ultimately foster implementation.
- CALA is uniquely aware of funding shortfalls and post implementation maintenance challenges faced by the city through our facilities analysis report. CALA intends to ***support your efforts*** through grant identification and application assistance for Newhall Trail implementation and develop park improvements that strive to minimize your maintenance burden, resist vandalism, improve park safety, and support community pride through creative design solutions.

We are excited about this opportunity and look forward to discussing our qualifications and approach further with you and your team.

Sincerely,

Brian Fletcher ASLA, LEED AP
President | Landscape Architect CA #4671

Nate Ritchie, PLA
Project Manager

CALA acknowledges receipt of Addendum No.1 issued on September 1, 2023 and Addendum No. 2 issued on September 11, 2023.

City Standard Professional Services Agreement: CALA understands and accepts the City's Standard Professional Services Agreement (Attachment 2) without significant changes to standard language or the City's insurance requirements (Attachment 1).

PROJECT TEAM QUALIFICATIONS/RESUMES

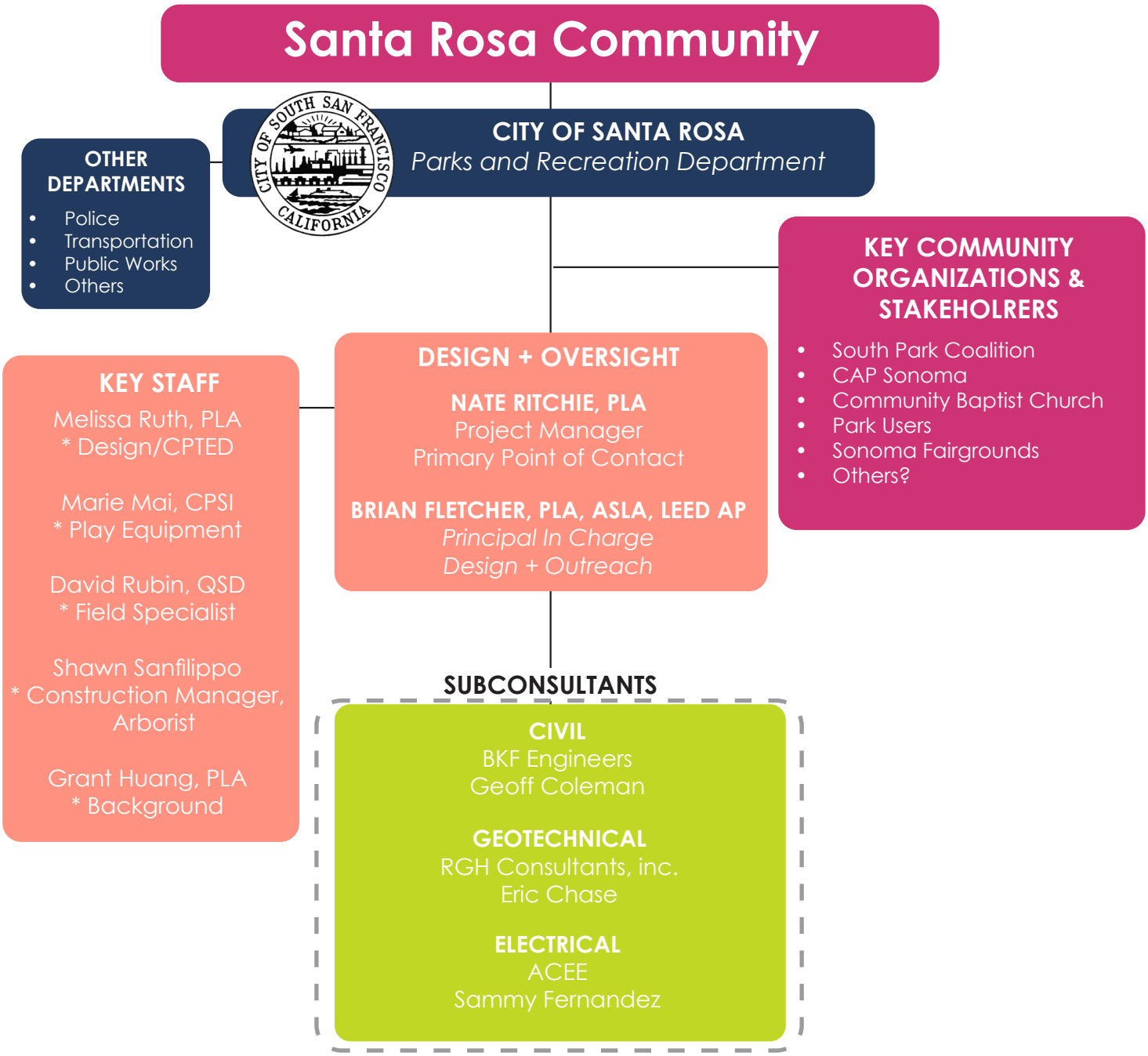
GET TO KNOW CALA

Since 1973, Callander Associates (CALA) has helped public agencies create vital outdoor spaces for the betterment of their communities. Those 50 years of specialization in public projects includes the full range of services, from pre-project feasibility and funding through construction management and refurbishment. Our firm works closely with design professionals and the community on public and private projects to facilitate creative and comprehensive design possibilities and to provide clients with integrated design services. These services include site planning and design, regulatory agency submittals and reviews, and construction administration services. Our ability to collaborate with neighbors, departmental staff, and other stakeholders has been a cornerstone of our clients' success.

PROJECT TEAM QUALIFICATIONS/RESUMES

PROPOSED TEAM

CALA's design approach is founded on our passion for the natural world and the development of sustainable environments that are guided by realistic and economically responsible design solutions. We are pleased to present our key team members that provide institutional knowledge about the project and city processes, new fresh design ideas and leadership, along with a uniquely sensitive approach to outreach.



PROJECT TEAM QUALIFICATIONS/RESUMES

BKF ENGINEERS - CIVIL ENGINEERING

Since 1915, BKF Engineers has earned a reputation for its ability to successfully plan, design, survey, and implement complex projects. BKF follows a project from inception to completion by helping clients acquire adequate funding to achieve their project goals successfully. Through their network of 16 west coast offices, BKF provides civil engineering, land surveying, land planning services, and funding resources for government agencies, institutions, developers, design professionals, contractors, school districts, and corporations. BKF has a long standing working relationship with the City of Santa Rosa and provided services on the following projects: Bayer Neighborhood Park and Community Garden, Finley Community Park, Kawana Springs Community Park, and Roseland Creek Community Park.

RGH CONSULTANTS, INC. -GEOTECHNICAL ENGINEERING

RGH Consultants (RGH) is a privately owned company with headquarters in Santa Rosa, CA that ranges from 25 to 30 employees depending on seasonal workload. RGH is a full-service firm with expertise in geotechnical engineering, engineering geology, and construction observation and testing. RGH Consultants has extensive experience in the City of Santa Rosa and throughout Sonoma County. This experience includes public works projects and those for private builders or other entities. The project scopes have included design level geotechnical studies and construction observation and testing. RGH's local experience includes the improvements at Kawana Elementary School, Sonoma Academy, and residential subdivisions to the south and east of the Sonoma County Fairgrounds. This extensive experience has enabled RGH to develop a comprehensive working knowledge of the soil and geologic conditions in the City of Santa Rosa and surrounding areas, and an understanding of the performance of projects after construction. Our knowledge and expertise allow us to work closely with clients, design teams, and contractors to develop geotechnical solutions that are sound, practical, and cost-effective.

AMERICAN CONSULTING ENGINEERS ELECTRICAL, INC. (ACEE) - ELECTRICAL

American Consulting Engineers Electrical, Inc. (ACEE) is located in the heart of Silicon Valley at 1590 The Alameda, Suite 200, San Jose, CA 95126. They reorganized from American Consulting Engineers, Inc. (an MEP firm) in late 2002 to better focus on electrical engineering and to strengthen client relations. They believed this allowed them to better serve their customers by providing what they do best in electrical design engineering, project administration, design-build and good planning in timely response without sacrificing quality, etc. ACEE's electrical team consists of four licensed electrical engineers and two additional engineers with E.I.T registration, they have three senior project level designers and a strong supporting staff. They are also LEED Certified.

PROJECT TEAM

NATE RITCHIE, PLA

PROJECT MANAGER

With 20+ years of experience, Nate brings a unique combination of deep environmental awareness and technical skills. Our clients have appreciated his attention to detail, close monitoring of scope, schedule, and cost, and coordination skills which have allowed him to successfully manage larger multi-disciplinary design teams as well as complex projects. Nate is a skilled project manager who sees the whole project implementation picture and is proactive in keeping clients appraised of potential issues. This comes from years of experience and lessons learned that he applies early in the process to ensure the project is grounded in reality.

EDUCATION
B.S. in Landscape Architecture, Ohio State University

CERTIFICATIONS/REGISTRATIONS
California LA #6234

PSMJ Project Management Training

- Hopper Avenue Safety Improvements, Santa Rosa
- Centennial Way Trail Master Plan, South San Francisco
- Belmont Sports Complex, Belmont
- Burgess Gatehouse Master Plan, Menlo Park
- Willow Oaks Park,Menlo Park
- Burgess Park Playground, Menlo Park
- Payne Avenue Park, San Jose
- Coaches Field, Piedmont
- Carter Park, Half Moon Bay
- North Crestview Park, San Carlos
- Hawes Park, Redwood City
- Cupertino Sports Court, Cupertino
- Cooley Landing, East Palo Alto
- Castle Rock State Park, Los Gatos
- Barkley Batting Cage, Woodside
- Bayside Park Restroom, Burlingame
- Athletic Field Feasibility Study, Mountain View
- BART Linear Park, South San Francisco
- Central Park, Millbrae

20 years
WITH CALA

PROJECT TEAM

Familiarity with City

BRIAN FLETCHER, PLA, ASLA, LEED AP

PIC, COMMUNITY FACILITATOR, DESIGN CREATIVITY

Brian brings over 28 years of creative, thoughtful and efficient design solution experience that strive to reflect the character of the community the projects are in. His high-quality presentation graphics and construction document preparation are invaluable assets to our clients in exceeding and controlling community expectations. His patience in working with individuals, small groups and large groups has enabled him to listen and elicit their concerns and issues. Rather than imposing a design solution, he has thoughtfully and creatively responded to the public, using familiar icons and materials present in existing neighborhoods or familiar public spaces comfortable to the users. This approach has garnered several design awards, but more importantly, a real sense of pride and ownership from the community.

EDUCATION
B.S. of Landscape Architecture, Cal Poly, SLO

CERTIFICATIONS/REGISTRATIONS
California LA #4671

Leadership in Energy and Environmental Design (LEED) Accredited Professional

ORGANIZATIONS
Member, American Society of Landscape Architecture (ASLA)

- Fire Damaged Roadways Restoration, Santa Rosa
- Hopper Avenue Corridor, Santa Rosa
- Edendale Park, San Leandro
- Devaney Square Park, Dublin
- Passatempo Park, Dublin
- 771 N. Rengstorff Park, Mountain View
- Vista Montana Community Park, San Jose
- Bedwell Bayfront Park Master Plan, Menlo Park
- Educational Park Branch Library, San Jose
- Orange Park Playground, South San Francisco
- El Camino Real Streetscape Plan, Mountain View
- Campbell Park, Campbell
- Orchard Heritage Park, Sunnyvale
- East Avenue Park Renovation, Hayward
- ECR/Embarcadero Road Corridor, Palo Alto
- International Park, Milpitas
- Lawrence Station Sense of Place Plan, Sunnyvale
- Outdoor Learning Center and Trail, Morgan Hill
- Frenchman's Creek Park, Half Moon Bay
- Bay Trail Concept Plan Ravenswood, East Palo Alto

26 years WITH CALA

PROJECT TEAM

MELISSA RUTH, PLA, QSD/P, CPD

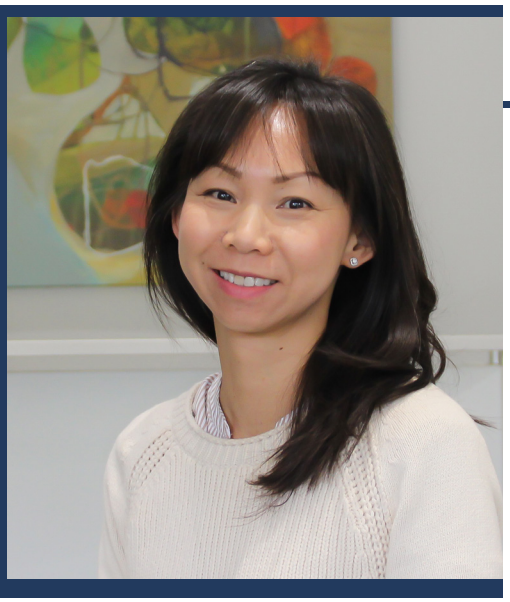
PRINCIPIAL - CPTED EXPERT

Melissa's experience at CALA has included a variety of projects such as parks, trails, open spaces and playground renovations; and services ranging from community/stakeholder outreach, master planning, conceptual design, design development ,full PS&Es, multiple subconsultant/team management and bidding assistance. As a CPTED professional all of her designs include the application of concepts and principals of CPTED which effectively discourages crime, and maximizes community livability. In her 15 years at the firm, Melissa has worked on over 40 neighborhood and community park projects and has seen the majority of these go from design board to built!

- Village Park Master Plan, Fair Oaks
- Kennedy Park Master Plan, Napa
- Garfield Park, Napa
- Rick Gonzalez Sr. Park, Woodland
- Cordelia Community Park, Fairfield
- Allan Witt Community Park Renovation, Fairfield
- Linear Park Node 4A, Fairfield

EDUCATION
B.S. Landscape Architecture,
Cal Poly SLO

CERTIFICATIONS/REGISTRATIONS
California LA #5424, CPD,
QSD/P #00692



MARIE MAI, PLA, CPSI

PRINCIPAL - PLAYGROUND SAFETY EXPERT

Marie Mai is an exceptionally valuable asset to the firm, our clients, and project stakeholders. Not only does she possess an understanding and knowledge of complex project issues such as ADA compliance and community expectations, her proficiency in consultant coordination, regulatory permitting processes, working drawings, and schedule management has contributed to the success of her projects, all of which have been completed on-time and within budget. As Principal in charge of this effort, Marie will bring a National Recreation and Park Association certification which means that compliance is designed in, and not added on, to each and every playground project, thereby improving efficiency of project delivery and adherence to current safety standards.

- Parks Assessment, Santa Rosa
- Playground Bundle Peer Review, San Jose
- Creekside Park ADA Improvements, Cupertino
- Playground Safety Inspections, Mountain View
- Chumash and Palisades Park Improvements, Pismo Beach
- Evelyn Mini Park, Mountain View
- ARPA Park Rehabilitation, Milpitas
- Mora Park Play Inspection, Mountain View

EDUCATION
B.S. Landscape Architecture,
UC, Davis
B.S. Biological Sciences,
UC, Davis

CERTIFICATIONS/REGISTRATIONS
California LA #5369, NRPA Certified Playground Safety Inspector #9101-0410

PROJECT TEAM

DAVID RUBIN, PLA, QSD

PRINCIPAL - FIELD SPECIALIST

Dave joined CALA in 2004 and steadily developed into one of the firms' greatest resources, rising up to Principal in 2022. His commitment to each of his projects combined with exceptional management and communication skills has been invaluable for his public agency clients. He brings extensive experience in preparing meaningful design alternatives, synthesizing subconsultant information into a preferred alternative, and facilitating project decision making.

- Kelly Park Track and Field, Menlo Park
- Ventana Tennis Courts, Pismo Beach
- Ramac Pack Turf Conversion, San Jose
- Synthetic Turf Evaluation, Woodland
- Creekside & Canyon Fields, Castro Valley
- Oliver Park Synthetic Turf Replacement, Hayward
- Creekside Sports Park, Los Altos

EDUCATION
Master of Landscape Architecture, Kansas State University
BS in Finance, Santa Clara University

CERTIFICATIONS/REGISTRATIONS
PLA#5329, QSD/P #01120

SHAWN SANFILIPPO, CLIA, ISA, CSI

CONSTRUCTION MANAGER & ARBORIST

Shawn brings over 30 years of practical landscape construction and nursery experience. His role as a full time seasoned professional assigned to the bidding, construction and post construction phase services has been a valuable aid to client's projects. His responsibilities are to maintain budgets and schedules, work closely with both client and contractor, and oversee construction for conformance with the contract documents. By using a variety of checklists and related tools, Shawn is able to quickly resolve site issues, avoiding potential delays, and facilitate timely responses. He has overseen projects with construction budgets ranging from $50,000 to $20+ million. He is also our resident certified irrigation auditor, certified arborist and certified stormwater construction inspector.

- Cooley Landing Open Space, East Palo Alto
- Orange Park Master Plan, South San Francisco
- Elk Grove Old Town Plaza, Elk Grove
- McClellan Ranch Preserve
- Springlake Neighborhood Parks, Woodland
- Cordelia Community Park, Fairfield

EDUCATION
B.S. in Ornamental Horticulture, Cal Poly, San Luis Obispo

CERTIFICATIONS/REGISTRATIONS
Certified Arborist, ISA #WE-8874A
Certified Landscape Irrigation Auditor #7339

PROJECT TEAM

BKF ENGINEERS
civil engineering

GEOFF COLEMAN, PE, PLS, CDT

EDUCATION
B.S., Civil Engineering, CalPoly SLO
A.S., Civil Engineering, Santa Rosa Jr. College, Santa Rosa

CERTIFICATIONS/REGISTRATIONS
Professional Civil Engineer, CA No. 62093
Professional Land Surveyor, CA No. 8438

As a principal for BKF, Geoff is responsible for managing staff and providing insight and quality control for the of projects we design. With extensive experience in site accessibility, utility design, grading, drainage, stormwater low impact development and construction practices, he brings considerable value to your project. Over the last 27 years, he has acquired a vast knowledge of municipal processes and developed 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 hydraulics (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.

SIMILAR PROJECT EXPERIENCE

- Santa Rosa Parks Assessment, Santa Rosa
- Fremont Neighborhood Park Improvements, Santa Rosa
- Finley Community Park, Santa Rosa
- Sonoma County Regional Parks Department On-Call Engineering Services, Santa Rosa
- Moorland Neighborhood Park (Andy's Unity Park) Master Planning., Santa Rosa
- Bayer Neighborhood Park and Community Garden, Santa Rosa
- Kawana Springs Community Park, Santa Rosa
- Roseland Creek Community Park and Village Neighborhood Center, Santa Rosa
- Fox Pond Pedestrian Bridge at Healdsburg Open Space Preserve, Healdsburg
- Dogbone Meadow Dog Park Renovation, Novato
- Ives Park Renovation Master Plan, Sebastopol
- Keiser Community Park, Windsor
- Petaluma Community Sports Fields, Petaluma
- Victor Jones Park Improvements, San Rafael
- Tolay Lake Regional Park Master Plan, Petaluma
- Helen Putnam Park Expansion and Parking Lot, Petaluma
- Sonoma County Fairgrounds Master Plan, Sonoma

PROJECT TEAM

RGH CONSULTANTS, INC.
geotechnical engineering

ERIC G. CHASE

EDUCATION
B.S., Civil Engineering, CalPoly, San Luis Obispo

CERTIFICATIONS/REGISTRATIONS
CA Geotechnical Engineer 2003, GE 2628
CA Civil Engineer 1995, CE 53150

Years of managing geotechnical services for public infrastructure projects including parks, schools, athletic fields, trails, pathways, parking lots, and roadways. Mr. Chase has worked with leading design teams and local agencies to develop sound and cost effective geotechnical and geologic solutions/mitigations for projects that are identified to have problematic soils and bedrock conditions such as: expansive materials, compressible, or potentially liquefiable soils; slope stability issues; and faulting/potential seismic geologic hazards.

Proficient in project coordination, communication, and completion with design team partners and federal, state, and local, municipalities. Specifically, management of knowledgeable RGH design engineers, geologists, and experienced technicians certified by NICET, ACI, and ICC

SIMILAR PROJECT EXPERIENCE

- **Austin Park Improvements, Clearlake, CA**
  Principal Geotechnical Engineer (GE) and Project Manager (PM) for the geotechnical study of the planned improvements at Austin Park, including expanding the parking areas and driveways, creating a special event space/bandstand, renovating the public restrooms, installing shade structures, lighting, and drainage systems throughout the park. Mr. Chase managed subsurface exploration and assigned/reviewed laboratory testing and analysis, provided final review of laboratory and field data and developed recommendations for the geotechnical aspects of the proposed site improvements.
- **Kotate Park, LaSalle and Lincoln Avenue, Cotati, CA**
  Principal GE and PM for the geotechnical study of the new shade structure, playground, and public restroom to be constructed at Kotate Park. Based upon the findings of our study Mr. Chase recommended grading, the shade structure be supported by drilled piers, a concrete slab-on-grade picnic area, and the restroom structure be designed with a spread footing foundation with slab-on-grade flooring. In addition, Mr. Chase coordinated geotechnical field observation and testing services during construction of the planned park improvements.
- **Foss Creek Pathway, Healdsburg, CA**
  Principal GE and PM for a geotechnical study of an extension of a pedestrian pathway in the City of Healdsburg. Provided geotechnical engineering design recommendations for a 10-foot-wide pedestrian pathway, two creek/water crossings, an enhanced safety crossing at Dry Creek Road, associated culvert upgrades at several locations, retaining walls, and a bridge.

PROJECT TEAM

AMERICAN CONSULTING ENGINEERS ELECTRICAL, INC.
electrical engineering

SAMMY FERNANDEZ, PE

EDUCATION
B.S. in Electrical Engineering, CalPoly, San Luis Obispo

CERTIFICATIONS/REGISTRATIONS
Registered Electrical Engineer in State of California; #E16890

As a Project Principal, Mr. Fernandez is Principal in Charge of all Commercial facility work, which involves new construction, modernization and alterations for all Commercial Office Buildings, Retail/ Restaurants, Library and Public Works Parks & Recreation. Mr. Fernandez is the liaison between client and our staff electrical project managers ensuring efficiency, communication, and completeness of the project scope of work and consultant agreements. His involvement in this capacity allows him to ensure client needs, quality of work and customer satisfaction as well as company team leadership. Mr. Fernandez has been with ACEE for 24 years and is responsible for the company's financial stability, marketing, and future growth.

SIMILAR PROJECT EXPERIENCE

- Park Improvements @ (3) Sites, City of South San Francisco
- Lawn Conversion & Site Electrical, Foster City
- Park Improvements, City of Morgan Hill
- Handball Court Lighting, City of Morgan Hill
- Lift Station Pump and Service Upgrade @ (5) Sites, City of Mountain View
- Dog Park & Playground @ (3) Sites, Morgan Hill
- Cupertino Sport Center Tennis Court Lighting Upgrade to LED, City of Cupertino
- Beach Chalet Park New (4) Soccer Field with Sport Field Lighting, Parking Lot Lighting, Concession Restroom and Picnic Area, City of San Francisco
- Fremont Central Park New Skate Park with Night Lighting, City of Fremont
- Murray Park Soccer Field Improvements, City of Burlingame
- Burlingame Park Softball Field Improvements, City of Burlingame
- Newark Sport Field Park New Multi (2) Soccer Field Complex with Sport Field Lighting, City of Newark

WORK PLAN (SCHEDULE)

PROJECT UNDERSTANDING

MLK Park may be one of the oldest parks in the city but it still serves as the beating heart of the South Park community. It is a place for celebration (MLK Day of Service, Juneteenth & MLK Community Festival Celebration, South Park Day & Night Festival), supports families and education by housing the successful Head Start preschool and Early Head Start programs, and provides recreational opportunities through amenities and the wildly used soccer fields. The park's importance is only further reinforced due to the community severely lacking in park space. Additionally, the connecting Newhall Trail has the potential to provide important off-street connections from the neighborhood to the park that are inviting and safe.

The purpose of the project is to better realize the potential of MLK Park and Newhall Trail and maximize their use through much needed improvements that address concerns including deferred maintenance, safety, and the unhoused. We have focused our approach on three main areas that a critical to the overall success of the project and process. These include;

Successfully onboarding your first synthetic field

Building consensus through engagement

Supporting your efforts and reducing your challenges

WORK PLAN (SCHEDULE)

APPROACH

SUCCESSFULLY ONBOARDING YOUR FIRST SYNTHETIC FIELD

For those not already versed in the myriad of decisions required, and site planning challenges posed, in implementing a synthetic field it can feel daunting. Additionally, field technologies and maintenance practices are rapidly changing which makes keeping up with the current best practices a challenge. CALA stays on the forefront of sports field design by maintaining dialogue with manufacturers releasing new materials, by attending conferences and educational sessions, by implementing real word lessons learned from our own turf installations, and by obtaining feedback from maintenance professionals regarding post construction maintenance practices.

CALA's team of sports and field experts will walk your team through the myriad of design choices from field layouts to various materials choices. We will set up a facilities tour for your team to visit multiple synthetic turf facilities in the area representing a cross section of available turf types, manufacturers and infill options available and, when possible, meet with facility managers to field questions about the product, costs, and maintenance considerations. Lastly, following the tour, CALA will provide samples and product literature for turf, infill, and composite underlayment options along with recommendations. This allows your team to make educated decisions, removing anxiety, and providing you the confidence in your choices made.

CALA arranged a facilities tour for Hayward Area Recreation District (HARD) staff to help facilitate their decisions for the Oliver Sport Park field rennovation. Included were meetings with maintenance representatives and dicussion of best practices and equipment.

WORK PLAN (SCHEDULE)

BUILDING CONSENSUS THROUGH ENGAGEMENT

The success of the project lies heavily within the success of community engagement. Specifically, how successful we are at continuing the dialogue, started by the city, with community stakeholders and the larger community and how well we are able to translate the input received into responsive consensus building design solutions. Our approach to making outreach meaningful includes;

SINCERITY

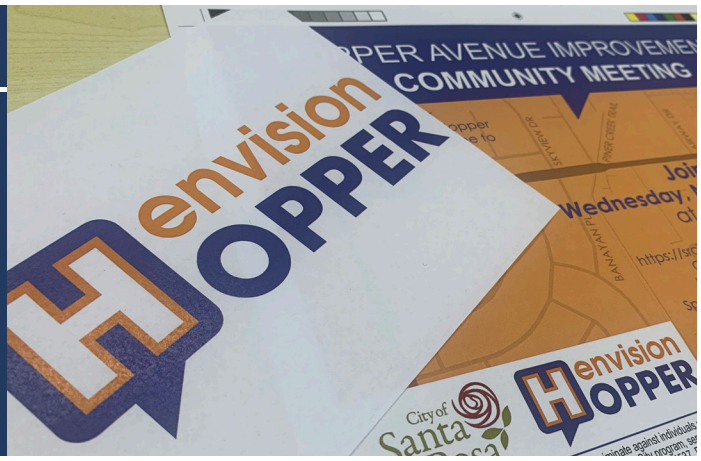
Working collaboratively with clients and end users ultimately builds better communities. We serve as an extension of our clients' staff as project and community advocates who engage the public and actively listen. What's rewarding to us is knowing that the work we do is bringing their vision to life!

PLAN FOR SUCCESS

Early in the process we will develop a public participation plan in collaboration with your staff. This document details outreach goals and objectives, identifies stakeholder groups and methods of input, provides preliminary details on meeting locations, dates and logistics, and summarizes roles and responsibilities.

GETTING THE WORD OUT

We use multiple platforms to advertise outreach events such as print and web based, mailers and on-site posters/ sandwich boards, as well as social media each with coordinated branding to improve recognition.



INTERACTIVE WORKSHOPS

Our open house style workshops provide flexibility for attendees. While interactive stations provide fun and engaging ways to provide input and maximize project understanding through graphics and imagery.

WORK PLAN (SCHEDULE)

SUPPORTING YOUR EFFORTS AND REDUCING YOUR CHALLENGES

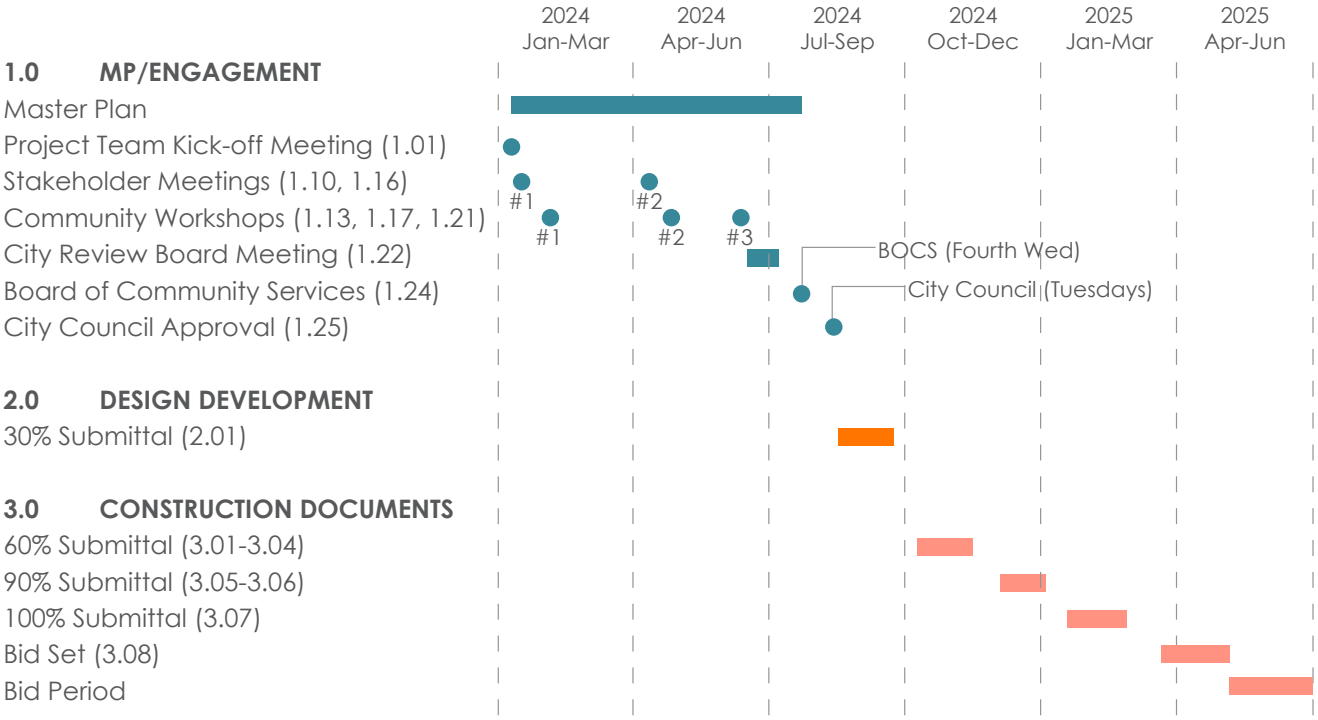
CALA's ethos, or purpose, is defined within our vision statement. Great people building community through exceptional service and indelible design. If you look up the definition of indelible it includes the words "lasting" and "memorable" with a close association with "indestructible". In order to meet the high bar of "indelible design" we must not only create vibrant and context sensitive designs but also address the concerns for funding, vandalism, security, and longevity.

CALA maintains a database of grant opportunities and will work to identify potential sources for the Newhall Trail early in the process. Then throughout we will gear our graphics (starting with the visual simulation provided as part of this proposal), estimates, and provide narratives to support applications as they present themselves. We hope our partnership will result in funds to complete these important neighborhood connections.

CALA will meet early with a focused stakeholder group comprised of police, our in-house Crime Prevention Through Environmental Design (CPTED) trained expert Melissa Ruth, and staff charged with maintaining the park. The intent is to discuss developing plans, potential issues, lessons learned, and strategize how the design could best mitigate concerns. Incorporate strategies from that meeting into developing design alternatives. Then throughout the process reengage the same group to review plans to ensure issues were addressed.

Added Value

PRELIMINARY PROJECT SCHEDULE (GRAPHIC SUMMARY)



Note: Schedule considers reasonable city review periods, three community meetings, accommodates project BOCS, Commission, and Council meetings, along with related noticing periods. Because of this, the conceptual plan schedule extends slightly beyond the durations set forth in the RFP. A more detailed task schedule is included on the next page. The full MS Project gantt chart schedule would be too small to read at 8.5"x11".

WORK PLAN (SCHEDULE)

PRELIMINARY PROJECT SCHEDULE (DETAIL BY TASK)

Task Number	Task Name	Duration	Start	Finish
1.0	***Master Plan + Community Engagement (lump sum)***	***340 days***	***Mon 01/08/24***	***Fri 04/25/25***
1.01	Kick-Off Meeting	5 days	Mon 01/08/24	Fri 01/12/24
1.02	Project Management Protocols	340 days	Mon 01/08/24	Fri 04/25/25
1.03	Topographic Survey	20 days	Mon 01/15/24	Fri 02/09/24
1.04	Geotechnical Report	20 days	Mon 01/15/24	Fri 02/09/24
1.05	Arborist Report	20 days	Mon 01/15/24	Fri 02/09/24
1.06	Site Reconnaissance	5 days	Mon 01/15/24	Fri 01/19/24
1.07	Public Engagement Plan	15 days	Mon 01/15/24	Fri 02/02/24
1.08	Facilities Tour	25 days	Mon 01/15/24	Fri 02/16/24
1.09	Synthetic Turf Decision Making	25 days	Mon 01/15/24	Fri 02/16/24
1.10	Stakeholder Meetings Round One	5 days	Mon 01/15/24	Fri 01/19/24
1.11	Community Meeting #1 Materials	10 days	Mon 01/15/24	Fri 01/26/24
	review period	*5 days*	*Mon 01/29/24*	*Fri 02/02/24*
1.12	Review Meeting	5 days	Mon 02/05/24	Fri 02/09/24
1.13	Community Workshop #1	5 days	Mon 02/19/24	Fri 02/23/24
1.14	Master Plan Alternatives	20 days	Mon 02/26/24	Fri 03/22/24
	review period	*5 days*	*Mon 03/25/24*	*Fri 03/29/24*
1.15	Review Meeting	5 days	Mon 04/01/24	Fri 04/05/24
1.16	Stakeholder Meetings Round Two (3 Meetings)	5 days	Mon 04/08/24	Fri 04/12/24
1.17	Community Workshop #2	5 days	Mon 04/22/24	Fri 04/26/24
1.18	Draft Master Plan	15 days	Mon 04/29/24	Fri 05/17/24
1.19	Estimate of Probable Construction Costs	5 days	Mon 05/13/24	Fri 05/17/24
	review period	*5 days*	*Mon 05/20/24*	*Fri 05/24/24*
1.20	Review Meeting	5 days	Mon 05/27/24	Fri 05/31/24
1.21	Community Workshop #3	5 days	Mon 06/10/24	Fri 06/14/24
1.22	Advisory Boards/Commission Meetings	15 days	Mon 06/17/24	Fri 07/05/24
1.23	Final Mater Plan	10 days	Mon 07/08/24	Fri 07/19/24
1.24	BOCS Meeting (4th Wednesday)	0 days	Wed 07/24/24	Wed 07/24/24
1.25	City Council (Tuesdays, twice monthly)	0 days	Tue 08/06/24	Tue 08/06/24
2.0	***Design Development (lump sum)***	***50 days***	***Tue 08/06/24***	***Mon 10/14/24***
2.01	DD Submittal / 30% Submittal	35 days	Tue 08/06/24	Mon 09/23/24
2.02	Cost Estimation and Value Engineering	10 days	Tue 09/10/24	Mon 09/23/24
	review period	*10 days*	*Tue 09/24/24*	*Mon 10/07/24*
2.03	Review Meeting	5 days	Tue 10/08/24	Mon 10/14/24
3.0	***Construction Documents (lump sum)***	***160 days***	***Tue 10/15/24***	***Mon 05/26/25***
3.01	Construction Documents - 60% Submittal	30 days	Tue 10/15/24	Mon 11/25/24
3.02	Cost Estimation and Value Engineering	10 days	Tue 11/12/24	Mon 11/25/24
3.03	Internal QA/QC Review	10 days	Tue 11/12/24	Mon 11/25/24
	review period	*10 days*	*Tue 11/26/24*	*Mon 12/09/24*
3.04	City Review Meeting	5 days	Tue 12/10/24	Mon 12/16/24
3.05	Construction Documents - 90% Submittal	20 days	Tue 12/17/24	Mon 01/13/25
	review period	*15 days*	*Tue 01/14/25*	*Mon 02/03/25*
3.06	City Review Meeting	5 days	Tue 02/04/25	Mon 02/10/25
3.07	Construction Documents - 100% Submittal	20 days	Tue 02/11/25	Mon 03/10/25
	review period (building division) + review meeting	*20 days*	*Tue 03/11/25*	*Mon 04/07/25*
3.08	Bid Set + Building division review/approval	30 days	Tue 04/08/25	Mon 05/19/25
3.09	Project Archive	5 days	Tue 05/20/25	Mon 05/26/25
4.0	***Bidding and Construction Support (allowance)***	***325 days***	***Tue 05/20/25***	***Mon 08/17/26***
	Bid Period	35 days	Tue 05/20/25	Mon 07/07/25
	Construction Period	200 days	Tue 07/08/25	Mon 04/13/26
	Post Construction Period	90 days	Tue 04/14/26	Mon 08/17/26

SCOPE OF SERVICES

1.0 MASTER PLAN + COMMUNITY ENGAGEMENT

1.01 **Kick-Off Meeting:** Facilitate a single kick-off meeting with city staff from various departments to discuss goals, objectives, outreach plan, standards, schedule, and desired outcome of the project. Verify review process, available base information, and other administrative procedures. Review any preliminary project concerns, identify and discuss engagement of key stakeholder groups, and formalize contacts Submit ***meeting summary.***

1.02 **Project Management Protocols**: Initiate project management protocols that will continue through the extent of the project, including:

a. **Meeting Materials:** Prior to each formal review meeting, CALA will prepare a ***meeting agenda*** detailing the goals and objectives of the meeting and topics to be discussed. Following each meeting, CALA will prepare a ***meeting summary*** to document decisions made, responsible people, and due dates.

b. **Project Schedule:** Prepare a detailed ***project schedule*** in MS Project. Update the schedule monthly as warranted and notify the city if there are delays in any milestones.

c. **Bi-Weekly Meetings:** Initiate standing bi-weekly phone calls or virtual meetings with city project manager to maintain open communication and discuss outstanding items.

d. **Bi-Lingual Interpretation and Translation:** City shall provide all translation services for public materials and interpretation services for all public meetings. CALA shall provide materials in advance and coordinate efforts.

e. **Invoicing:** Provide invoicing that separated grant funded and non-grant funded work.

1.03 **Topographic Survey**: BKF to prepare a ***topographic survey*** and develop base maps in AutoCAD format to show existing surface features, including location of existing trees, their diameter at breast height (DBH), and the existing grade at the base of tree trunks. Map underground sewer, storm drain and water (exclusive of irrigation) based on surface features and reference information provided by the city and utility companies. Indicate parcel lines and other relevant information. Format base sheets, at 20 scale, including key maps on each sheet for reference.

1.04 **Geotechnical Report:** RGH Consultants shall assess geotechnical conditions and produce a ***geotechnical report*** which addresses design requirements for footings and structures, pedestrian and vehicular pavements, and drainage considerations..

ORANGE MEMORIAL PARK

CAMPBELL PARK

CENTENNIAL WAY TRAIL

SCOPE OF SERVICES

1.05 **Arborist Report:** CALA's certified arborist will evaluate the existing trees and prepare an ***arborist report*** that details species, size, condition, and recommendations for removal or replacement. The report shall also detail recommendations for tree preservation during construction, which will be incorporated into the project bid documents.

1.06 **Site Reconnaissance**: Utilizing the topographic survey, perform site reconnaissance to confirm existing conditions, review surface feature, identify issues impacting improvements, and opportunity areas. Transfer data collected into ***opportunities and constraints plan.***

1.07 **Public Engagement Plan**: CALA shall prepare a project ***public engagement plan*** for review based upon input from the kick-off meeting. Decisions, dates, locations, roles, and responsibilities will be documented in the plan to provide a roadmap for community and stakeholder engagement. The plan is anticipated to include multiple methods of outreach to ensure maximum participation.

1.08 **Facilities Tour**: Set up a facilities tour with city staff to visit multiple synthetic turf facilities in the area. The goal would be to visit approximately five different facilities to provide a cross section of available turf types, manufacturers and infill options available. To the extent they're available on the tour date, facilitate managers at each stop will be available to answer questions about the product, costs, and maintenance considerations.

1.09 **Synthetic Turf Decision Making**: Following the facilities tour, CALA will prepare a package of information to help facilitate decisions. Along with recommendations provide samples and product literature for turf, infill, and composite underlayment options.

1.10 **Stakeholder Meetings Round One (3 Meetings):** Stakeholders are a critical component of our public engagement plan. It is important to engage them early in the process as well as updates throughout. We will categorize the stakeholders into three groups including neighborhood advocacy groups (South Park Coalition, CapSonoma, Community Baptist Church), park user groups (soccer leagues, others), and adjacent partners (Sonoma County Fairgrounds, nearby businesses, and schools) and facilitate individual group meetings (total of three each round). This way similar minded stakeholders can collaborate on ideas and hear other perspectives. We certainly are flexible in how we handle these meetings. Submit meeting summary of input received.

1.11 **Community Meeting #1 Materials:** In preparation for each round of community input, prepare materials to inform the public about the project, the design process, and opportunities to provide input. Coordinate with Community Outreach department to ensure consistency with city standards. Submit drafts for review by the city. Materials shall include:

- **Meeting Announcement:** Prepare artwork and draft text for use in a meeting flyer. Collaborate with the city on content, and furnish artwork as a digital file for the City's use in printing and distributing mailers and for posting to the city's website/social media.
- **Flyers**: Flyers will also be formatted as a poster that can be placed in community centers and other locations to be determined throughout the City. CALA to provide digital artwork to city for printing and distribution.
- **Amenity Boards:** Part of the focus of the first community workshop will be to identify what type of additional amenities, if any, the community would like to see at the park. Prepare a series of image boards depicting possible amenities to which the community can react. As part of this effort, collaborate with playground vendors to prepare options for potential play area themes and features.

- **Project Background**: Prepare a board that highlights the purpose of the project, goals and objectives, and a general project schedule that indicates opportunities for input. This board will be updated prior to each community meeting to reflect the project's progress.
- **Survey / Questionnaire:** Prepare a series of questions and format into a workshop questionnaire to be filled out by participants. Additionally, reformat questionnaire and combine with other workshop materials into an online survey that can be distributed via the SurveyMonkey platform

1.12 **Review Meeting:** Present the above at an in-person meeting with city staff. Review and discuss changes as warranted in preparation for community workshop #1. Prepare ***meeting summary.*** Allow for one round of minor revisions based on comments and resubmit for approval.

1.13 **Community Workshop #1**: The first workshop is anticipated to be an open house style event, in which participants can move from station to station learning about the project and providing input. In tandem with this event, post ***online survey*** and monitor responses. Analyze feedback from the in-person and online outreach, and prepare a ***summary of community input*** to communicate common themes and levels of support. Included with this will be written recommendations, based upon the input, for how to proceed with the master plan alternatives

1.14 **Master Plan Alternatives**: Based on feedback received, prepare up to three ***alternative master plan concepts*** to illustrate a variety of amenity groupings, locations and other variations. Plans will be drawn in AutoCAD and color rendered for presentation purposes. Additionally, work with playground vendors to develop up to three ***playground design plans*** that illustrate desired elements and a range of available components. Prepare ***image boards*** to further illustrate other potential improvements. Finally, prepare a draft ***online survey*** incorporating graphics and targeted questions.

1.15 **Review Meeting**: Present the above at an in-person meeting with City staff. Review and discuss changes as warranted in preparation for community workshop #2. Prepare ***meeting summary.*** Allow for one round of minor revisions based on City comments, prepare update of workshop materials as needed, and resubmit for City approval.

1.16 **Stakeholder Meetings Round Two (3 Meetings):** Review the above materials with key stakeholder groups to solicit input and discuss how to maximize participation. Submit ***meeting summary*** of input received.

1.17 **Community Workshop #2:** The second workshop may be a more traditional outreach event with a presentation of the concept plans followed by a breakout session for participants to provide input. In addition, post a second online survey and monitor responses. Analyze feedback, and prepare a ***summary of community input*** to communicate common themes and levels of support. Included will be written recommendations, based upon the input, for how to proceed with the draft master plan.

1.18 **Draft Master Plan:** Based on city and community feedback, produce a single overall ***draft master plan*** and up to three ***plan enlargements*** along with revisions to supporting documents, including ***playground design plan, image boards***, and ***online survey.*** Prepare up to four computer generated ***visual simulations*** of project to further illustrate design concept. Additionally, highlight opportunities in a ***public art plan*** and provide supporting imagery.

1.19 **Estimate of Probable Construction Costs**: Develop a detailed ***estimate of probable construction costs***. Estimate to include separate line items for each element depicted on the plan, as well as project start up and construction contingencies.

1.20 **Review Meeting:** Present the above at an in-person meeting with city staff. Review and discuss changes as warranted in preparation for community workshop #3. Prepare ***meeting summary.*** Allow for one round of minor revisions based on city comments and resubmit for City approval.

1.21 **Community Workshop #3:** Present the draft master plan at a third community workshop and facilitate comments. In addition, post a third ***online survey*** and monitor responses. Analyze feedback, and prepare a ***summary of community input*** to communicate common themes and levels of support. Included will be written recommendations, based upon the input, for how to proceed with the final master plan.

1.22 **Advisory Boards/Commissions Meetings**: Utilizing materials prepared in the above tasks, support city staff at a single Advisory Board/Commission meeting of the city's choice. Prepare PowerPoint presentation summarizing process and feedback received to date. Facilitate input. Prepare ***meeting summary***. We have provided an Optional Services task for additional meetings if required.

1.23 **Board of Community Services (BOCS) Meeting:** In coordination with City staff, present the design process, outreach received, final master plan and supporting documentation at a single Board of Community Services (BOCS) meeting. Allow for one round of minor revisions to the documents based upon BOCS comment and resubmit with requested changes for City approval. The city will determine if another BOCS meeting is needed as additional services.

1.24 **Final Master Plan**: Based on city and community feedback, produce a final master plan concept and update all supporting materials including ***playground design plan***, ***image boards, visual simulations, PowerPoint presentation***, and ***cost estimate.*** Prepare a comprehensive ***outreach report*** of all feedback collected. Submit ***Final Master Plan and Outreach Report*** to city for review.

1.25 **City Council Meeting:** Present the Final Master Plan to City Council for approval. Update PowerPoint presentation and coordinate with city staff who will be presenting the CEQA document concurrently.

2.0 DESIGN DEVELOPMENT

2.01 **Design Development Submittal / Construction Documents 30% Submittal**: Develop ***construction documents to a 30% level of completion***. Provide three (3) full sized sets of construction plans, specifications, cost estimate and electronic copies of the same to the City at each submittal stage unless otherwise noted. Submittal shall include:

a. **Cover Sheet:** Include list of permits required to be obtained by the contractor and a list of all items to be inspected or permitted by the city building staff in order to open the park to the public.
b. **Existing Conditions**
c. **Preliminary Demolition Plan / Erosion Control Plan**
d. **Preliminary Grading and Drainage Plan / Site Utilities Plan**
e. **Preliminary Site Construction Plan**
f. **Preliminary Irrigation Plan**
g. **Preliminary Planting Plan**

h. **Preliminary Electrical Plan**
i. **Preliminary Construction Details** *(custom design level details and detail list for standard/ city standard details to be used)*
j. **Updated Technical Specifications Outline**

2.02 **Cost Estimation and Value Engineering**: Refine ***estimate of construction costs*** and provide recommendations regarding value engineering if project is over budget.

2.03 **Review Meeting**: Review above materials with city staff. Obtain comments and incorporate into the 60% submittal. Prepare ***meeting summary***.

3.0 CONSTRUCTION DOCUMENTS (MLK Park only for tasks moving forward)

3.01 **Construction Documents – 60% Submittal:** Based upon the approved final master plan, proceed to develop ***construction documents*** to a 60% level of completion. *Plan set to include:*

3.02 **Cost Estimation and Value Engineering:** Refine ***estimate of construction costs*** and provide recommendations regarding value engineering if project is over budget.

3.03 **Internal QA/QC Review**: Internal staff with specialized training will be consulted throughout the design process. Following the 60% submittal, proceed to perform a more formalized QA/QC review to ensure ongoing input has been addressed. Areas of focus shall include review of proposed play areas by a certified playground safety inspector, an overall site safety evaluation by staff trained in Crime Prevention Through Environmental Design (CPTED) strategies, and an overall constructability review by a principal. Incorporate findings in 90% submittal.

3.04 **City Review Meeting**: Prepare for and attend a single review meeting with city staff to review the above. Conduct an interdepartmental review session with city staff to review comments on the 60% PS&E submittal. Submit written ***meeting summary.***

3.05 **Construction Documents – 90% Submittal**: Based on comments received, prepare 9***0% construction documents*** as described in tasks 3.01-3.03. Prepare for and attend a single interdepartmental review session, and submit a written ***meeting summary***.

3.06 **City Review Meeting**: Prepare for and attend a single review meeting with city staff to review the above. Conduct an interdepartmental review session with city staff to review comments on the 90% PS&E submittal. Submit written ***meeting summary.***

3.07 **Construction Documents – 100% Submittal:** Based on comments received, prepare ***100% construction documents*** for review and approval per Building Division requirements. Prepare for and attend a single interdepartmental review session, and submit a written ***meeting summary.***

3.08 **Bid Set:** Based on comments received, prepare and submit ***Bid Set*** to building department. Revise and continue to address comments until approved and stamped by the City Building Division. Once the bid set is approved, provide the Building Division with all requested items and updates, and provide the Recreation and Parks Department with a PDF version, and 3 full-size plan sets, and one wet signed full-size mylar plan set.

3.09 **Project Archive:** Submit unlocked AutoCAD files or similar documents for the city's future use.

SCOPE OF SERVICES

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 within 24 hours of request.

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 bi-weekly meetings through the duration of the construction period.

4.08 **Substantial Completion:** Attend a single substantial completion walk through and issue ***punch list.***

4.09 **As-Builts**: Obtain contractor mark-ups and revise construction documents where prudent. Issue ***as-builts*** in hard copy format (2 at 24x36) and as a PDF to Recreation and Parks for city records.

MASTER PLAN GRAPHICS

DEBENEDETTI PARK - MASTER PLAN

MASTER PLAN GRAPHICS

ORANGE MEMORIAL PARK - MASTER PLAN

MASTER PLAN GRAPHICS

MLK PARK / NEWHALL TRAIL - VISUAL SIMULATION / SUPPORTING GRAPHICS

REFERENCE PROJECTS

CRESTMOOR FIELDS, SAN BRUNO

Even though the Crestmoor High School Campus had been closed for years, AYSO and youth soccer clubs had continued utilizing the upper and lower fields of the closed campus. The District finally decided to sell the surplus campus to a developer and as part of the agreement almost 7 acres of land will be dedicated for a public park. San Bruno retained CALA to develop a master plan for the new park. Challenges included refining field layouts to maximize play, balancing the number of fields with available parking to minimize impacts to the neighborhood, and providing amenities for non-soccer users. CALA worked closely with the community and key stakeholders throughout the process in order to balance the needs of the entire community and to build consensus for the final plan.

CLIENT CONTACT
Tim Wallace,
Community Services Superintendent
(650) 616-7084
twallace@sanbruno.ca.gov

DESIGN FEE
$94,500

FINAL DESIGN CONTRACT
Project In Progress

SERVICES PROVIDED:
- Master Plan
- Public Outreach

REFERENCE PROJECTS

KING PARK, SAN MATEO

CALA assisted the City of San Mateo with a City-wide fields study. The Study identified candidate sites for conversion to synthetic turf. King Park was high on that list due to it's popularity. CALA was hired in to engage the North Central San Mateo community in an outreach process and design for the conversion to synthetic turf. The neighbors indicated a preference for park-like amenities in addition to the upgraded field, such as picnic areas, re-surfaced basketball court, and retaining some open natural grass. Community input guided the Council-approved design in the summer of 2018.

CLIENT CONTACT
Joanne Magrini,
Parks and Recreation Director
(650) 522-7400
jmagrini@cityofsanmateo.org

DESIGN FEE
$145,468

FINAL DESIGN CONTRACT
$189,453

SERVICES PROVIDED:
- Master Plan
- Public Outreach
- Construction Documents

REFERENCE PROJECTS

EMERYVILLE GREENWAY, EMERYVILLE

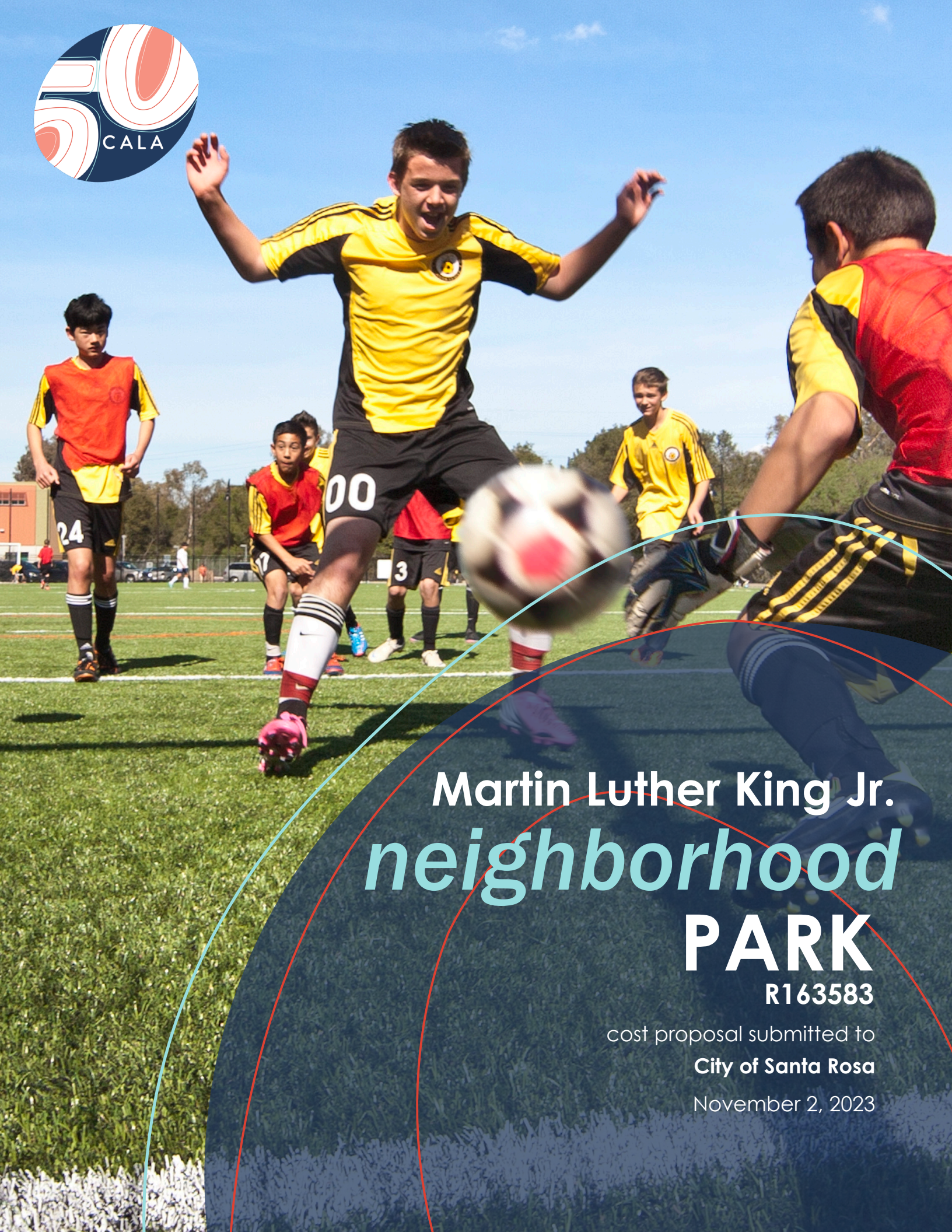
The Emeryville Greenway, Powell to Stanford, helps close a gap in a trail that will eventually lead from El Cerrito to Treasure Island. This 1/8 mile portion of the trail will serve as both a transportation corridor and an outdoor living room of the various high density apartments and condos surrounding the site. There is a small dog park, a seating area with festoon lighting for both formal and informal gatherings, wind powered monuments, waterwise landscaping and irrigation, and lighting. The project will also provide additional seating for nearby businesses. With a substantial amount of public outreach by the City and CALA, the $500,000 project is fully funded through a Proposition 84 grant. The project site is an an old railroad corridor and the site required much remediation prior to construction of the proposed improvements.

CLIENT CONTACT
Amber Evans,
Economic Development Coordinator
510-596-4382
aevans@emeryville.org

DESIGN FEE
$66,187

FINAL DESIGN CONTRACT
$79,044

SERVICES PROVIDED:
- Design Development
- Public Outreach
- Construction Assistance
- Construction Documents
- MWELO Documentation
- ReScape Certification
- Bidding Assistance
- Grant Assistance



Martin Luther King Jr. *neighborhood* PARK

R163583

cost proposal submitted to

City of Santa Rosa

November 2, 2023

FEE SUMMARY

SUMMARY

Based on the 'Scope of Work' prepared by Callander Associates (as part of our proposal), and the 'Task Matrix' dated November 02, 2023 we have prepared the following summary of compensation. All fees are lump sum unless otherwise noted.

	Hrs	CALA	BKF	RGH	ACE	TOTAL
1.0 Master Plan + Community Engagement (lump sum)	606.00	$ 104,014.00	$ 22,716.00	$ 18,300.00	$ -	$ 145,030.00
2.0 Design Development (lump sum)	214.00	$ 35,442.00	$ 65,956.00	$ -	$ 16,000.00	$ 117,398.00
3.0 Construction Documents (lump sum)(MLK Park only for tasks moving forward)	597.00	$ 99,166.00	$ 91,416.00	$ 1,674.00	$ 43,000.00	$ 235,256.00
4.0 Bidding and Construction Support (allowance)	293.00	$ 52,314.00	$ 45,406.00	$ 2,743.00	$ 10,000.00	$ 110,463.00
Interpretation + Translation Services (allowance)		$ 10,000.00				$ 10,000.00
Reimbursables (allowance)		$ 11,638.00	$ 3,000.00	$ -	$ -	$ 14,638.00
TOTAL	**1,710.00**	**$ 312,574.00**	**$ 228,494.00**	**$ 22,717.00**	**$ 69,000.00**	**$ 632,785.00**

Newhall Trail - CD's and Construction Support						**TOTAL**
3.0 Construction Documents (lump sum)	355.00	$ 58,572.00	$ 43,908.00	$ -	$ 8,000.00	$ 110,480.00
4.0 Bidding and Construction Support (allowance)	46.00	$ 7,968.00	$ 16,324.00	$ -	$ 1,000.00	$ 25,292.00
Reimbursables (allowance)		$ 2,662.00	$ -	$ -	$ -	$ 2,662.00
TOTAL	**401.00**	**$ 69,202.00**	**$ 60,232.00**	**$ -**	**$ 9,000.00**	**$ 138,434.00**

Total Basic Services	**$ 771,219.00**
Contingency 10%	**$ 77,122.00**
Total Contract	**$ 848,341.00**
Total Optional Services (see Task Matrix)	**$ 10,668.00**
Contingency 10%	**$ 1,067.00**
Total Contract with Optional Services	**$ 860,076.00**

FEE MATRIX

Task Matrix

MLK Jr. Park Renovation

11/02/2023

		Callander Associates' Personnel and Rates														
		Principal @ $240		Proj Manager 1 @ $180		Designer 1 @ $148		Administrator @ $123		Construction Man. @ $183		CA Fees		BKF Subconsultant Fees	RGH Subconsultant	ACE Subconsultant Fees
Phase	Description	hrs	$'s	hrs	$'s	hrs	$'s	hrs	$'s	hrs	$'s	hrs	$'s	$'s	$'s	$'s
1.0	***Master Plan + Community Engagement (lump sum)***															
1.01	Kick-Off Meeting	4.0	$ 960.00	6.0	$ 1,080.00	2.0	$ 296.00	1.0	$ 123.00	-	$ -	13.0	$ 2,459.00	$ -	$ -	$ -
1.02	Project Management Protocols	-	$ -	-	$ -	-	$ -	-	$ -	-	$ -	-	$ -	$ -	$ -	$ -
a.	Meeting Materials (included within each task)	-	$ -	-	$ -	-	$ -	-	$ -	-	$ -	-	$ -	$ -	$ -	$ -
b.	Project Schedule	-	$ -	4.0	$ 720.00	-	$ -	-	$ -	-	$ -	4.0	$ 720.00	$ -	$ -	$ -
c.	Bi-Weekly Meetings (PM only)	-	$ -	48.0	$ 8,640.00	-	$ -	-	$ -	-	$ -	48.0	$ 8,640.00	$ -	$ -	$ -
d.	Bi-Lingual Interpretation and Translation	-	$ -	-	$ -	-	$ -	-	$ -	-	$ -	-	$ -	$ -	$ -	$ -
e.	Invoicing	-	$ -	-	$ -	-	$ -	2.0	$ 246.00	-	$ -	2.0	$ 246.00	$ -	$ -	$ -
1.03	Topographic Survey	-	$ -	2.0	$ 360.00	-	$ -	-	$ -	-	$ -	2.0	$ 360.00	$ -	$ -	$ -
1.04	Geotechnical Report	-	$ -	2.0	$ 360.00	-	$ -	-	$ -	-	$ -	2.0	$ 360.00	$ -	$ -	$ -
1.05	Arborist Report	-	$ -	-	$ -	8.0	$ 1,184.00	-	$ -	30.0	$ 5,490.00	38.0	$ 6,674.00	$ -	$ -	$ -
1.06	Site Reconnaissance	-	$ -	8.0	$ 1,440.00	12.0	$ 1,776.00	-	$ -	-	$ -	20.0	$ 3,216.00	$ -	$ -	$ -
1.07	Public Engagement Plan	2.0	$ 480.00	8.0	$ 1,440.00	-	$ -	4.0	$ 492.00	-	$ -	14.0	$ 2,412.00	$ -	$ -	$ -
1.10	Stakeholder Meetings Rd #1 (PIC only)	8.0	$ 1,920.00	2.0	$ 360.00	-	$ -	2.0	$ 246.00	-	$ -	12.0	$ 2,526.00	$ -	$ -	$ -
1.11	Community Meeting #1 Materials	2.0	$ 480.00	12.0	$ 2,160.00	20.0	$ 2,960.00	6.0	$ 738.00	-	$ -	40.0	$ 6,338.00	$ -	$ -	$ -
1.12	Review Meeting	4.0	$ 960.00	6.0	$ 1,080.00	6.0	$ 888.00	1.0	$ 123.00	-	$ -	17.0	$ 3,051.00	$ -	$ -	$ -
1.13	Community Workshop #1	6.0	$ 1,440.00	8.0	$ 1,440.00	16.0	$ 2,368.00	2.0	$ 246.00	-	$ -	32.0	$ 5,494.00	$ -	$ -	$ -
1.14	Master Plan Alternatives	4.0	$ 960.00	16.0	$ 2,880.00	32.0	$ 4,736.00	4.0	$ 492.00	-	$ -	56.0	$ 9,068.00	$ -	$ -	$ -
1.15	Review Meeting	4.0	$ 960.00	6.0	$ 1,080.00	6.0	$ 888.00	1.0	$ 123.00	-	$ -	17.0	$ 3,051.00	$ -	$ -	$ -
1.16	Stakeholder Meetings Rd #2 (PIC only)	8.0	$ 1,920.00	2.0	$ 360.00	-	$ -	2.0	$ 246.00	-	$ -	12.0	$ 2,526.00	$ -	$ -	$ -
1.17	Community Workshop #2	6.0	$ 1,440.00	8.0	$ 1,440.00	16.0	$ 2,368.00	2.0	$ 246.00	-	$ -	32.0	$ 5,494.00	$ -	$ -	$ -
1.18	Draft Master Plan	4.0	$ 960.00	24.0	$ 4,320.00	72.0	$ 10,656.00	4.0	$ 492.00	-	$ -	104.0	$ 16,428.00	$ -	$ -	$ -
1.19	Estimate of Probable Construction Costs	2.0	$ 480.00	6.0	$ 1,080.00	6.0	$ 888.00	4.0	$ 492.00	2.0	$ 366.00	20.0	$ 3,306.00	$ -	$ -	$ -
1.20	Review Meeting	4.0	$ 960.00	6.0	$ 1,080.00	6.0	$ 888.00	1.0	$ 123.00	-	$ -	17.0	$ 3,051.00	$ -	$ -	$ -
1.21	Community Workshop #3	6.0	$ 1,440.00	8.0	$ 1,440.00	16.0	$ 2,368.00	2.0	$ 246.00	-	$ -	32.0	$ 5,494.00	$ -	$ -	$ -
1.22	Advisory Board/Commission Meeting	6.0	$ 1,440.00	2.0	$ 360.00	4.0	$ 592.00	-	$ -	-	$ -	12.0	$ 2,392.00	$ -	$ -	$ -
1.23	BOCS Meeting	6.0	$ 1,440.00	2.0	$ 360.00	4.0	$ 592.00	-	$ -	-	$ -	12.0	$ 2,392.00	$ -	$ -	$ -
1.24	Final Mater Plan	2.0	$ 480.00	16.0	$ 2,880.00	16.0	$ 2,368.00	4.0	$ 492.00	-	$ -	38.0	$ 6,220.00	$ -	$ -	$ -
1.25	City Council Meeting	6.0	$ 1,440.00	2.0	$ 360.00	2.0	$ 296.00	-	$ -	-	$ -	10.0	$ 2,096.00	$ -	$ -	$ -
	SUBTOTAL 1.0	**84.0**	**$ 20,160.00**	**204.0**	**$ 36,720.00**	**244.0**	**$ 36,112.00**	**42.0**	**$ 5,166.00**	**32.0**	**$ 5,856.00**	**606.0**	**$ 104,014.00**	**$ 22,716.00**	**$ 18,300.00**	**$ -**
	Subconsultant Administration												**0%**	**$ -**	**$ -**	**$ -**

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Landscape Architecture, Inc.

FEE MATRIX

Task Matrix

MLK Jr. Park Renovation

11/02/2023

		Callander Associates' Personnel and Rates														
		Principal @ $240		Proj Manager 1 @ $180		Designer 1 @ $148		Administrator @ $123		Construction Man. @ $183		CA Fees		BKF Subconsultant Fees	RGH Subconsultant	ACE Subconsultant Fees
Phase	Description	hrs	$'s	hrs	$'s	hrs	$'s	hrs	$'s	hrs	$'s	hrs	$'s	$'s	$'s	$'s
2.0	***Design Development (lump sum)***															
2.01	Design Development Submittal / Construction Documents 30% Submittal	-	$ -	-	$ -	-	$ -	-	$ -	-	$ -	-	$ -	$ -	$ -	$ -
a.	Cover Sheet	-	$ -	2.0	$ 360.00	4.0	$ 592.00	-	$ -	-	$ -	6.0	$ 952.00	$ -	$ -	$ -
b.	Exisiting Conditions	-	$ -	3.0	$ 540.00	6.0	$ 888.00	-	$ -	-	$ -	9.0	$ 1,428.00	$ -	$ -	$ -
c.	Preliminary Demolition Plan/ Erosion Control Plan	-	$ -	4.0	$ 720.00	-	$ -	-	$ -	-	$ -	4.0	$ 720.00	$ -	$ -	$ -
d.	Preliminary Grading and Drainage Plan/Site Utilities Plan	2.0	$ 480.00	4.0	$ 720.00	-	$ -	-	$ -	-	$ -	6.0	$ 1,200.00	$ -	$ -	$ -
e.	Preliminary Site Construction Plan	4.0	$ 960.00	16.0	$ 2,880.00	32.0	$ 4,736.00	-	$ -	-	$ -	52.0	$ 8,576.00	$ -	$ -	$ -
f.	Preliminary Irrigation Plan	1.0	$ 240.00	12.0	$ 2,160.00	16.0	$ 2,368.00	-	$ -	2.0	$ 366.00	31.0	$ 5,134.00	$ -	$ -	$ -
g.	Preliminary Planting Plan	1.0	$ 240.00	8.0	$ 1,440.00	16.0	$ 2,368.00	-	$ -	-	$ -	25.0	$ 4,048.00	$ -	$ -	$ -
h.	Preliminary Electrical Plan	1.0	$ 240.00	4.0	$ 720.00	-	$ -	-	$ -	-	$ -	5.0	$ 960.00	$ -	$ -	$ -
i.	Preliminary Construction Details	4.0	$ 960.00	8.0	$ 1,440.00	32.0	$ 4,736.00	-	$ -	-	$ -	44.0	$ 7,136.00	$ -	$ -	$ -
j.	Updated Technical Specifications Outline	1.0	$ 240.00	4.0	$ 720.00	-	$ -	2.0	$ 246.00	-	$ -	7.0	$ 1,206.00	$ -	$ -	$ -
2.02	Cost Estimation and Value Engineering	1.0	$ 240.00	4.0	$ 720.00	8.0	$ 1,184.00	2.0	$ 246.00	2.0	$ 366.00	17.0	$ 2,756.00	$ -	$ -	$ -
2.03	Review Meeting (PM Only)	-	$ -	6.0	$ 1,080.00	-	$ -	2.0	$ 246.00	-	$ -	8.0	$ 1,326.00	$ -	$ -	$ -
	SUBTOTAL 2.0	**15.0**	**$ 3,600.00**	**75.0**	**$ 13,500.00**	**114.0**	**$ 16,872.00**	**6.0**	**$ 738.00**	**4.0**	**$ 732.00**	**214.0**	**$ 35,442.00**	**$ 65,956.00**	**$ -**	**$ 16,000.00**
	Subconsultant Administration												**0%**	**$ -**	**$ -**	**$ -**
3.0	***Construction Documents (lump sum)(MLK Park only for tasks moving forward)***															
3.01	Construction Documents - 60% Submittal	12.0	$ 2,880.00	64.0	$ 11,520.00	104.0	$ 15,392.00	2.0	$ 246.00	2.0	$ 366.00	184.0	$ 30,404.00	$ -	$ -	$ -
3.02	Cost Estimation and Value Engineering	1.0	$ 240.00	4.0	$ 720.00	8.0	$ 1,184.00	2.0	$ 246.00	2.0	$ 366.00	17.0	$ 2,756.00	$ -	$ -	$ -
3.03	Internal QA/QC Review	8.0	$ 1,920.00	-	$ -	-	$ -	-	$ -	-	$ -	8.0	$ 1,920.00	$ -	$ -	$ -
3.04	City Review Meeting (PM Only)	-	$ -	6.0	$ 1,080.00	-	$ -	2.0	$ 246.00	-	$ -	8.0	$ 1,326.00	$ -	$ -	$ -
3.05	Construction Documents - 90% Submittal	12.0	$ 2,880.00	64.0	$ 11,520.00	96.0	$ 14,208.00	2.0	$ 246.00	2.0	$ 366.00	176.0	$ 29,220.00	$ -	$ -	$ -
3.06	City Review Meeting (PM Only)	-	$ -	6.0	$ 1,080.00	-	$ -	2.0	$ 246.00	-	$ -	8.0	$ 1,326.00	$ -	$ -	$ -
3.07	Construction Documents - 100% Submittal	6.0	$ 1,440.00	32.0	$ 5,760.00	64.0	$ 9,472.00	2.0	$ 246.00	2.0	$ 366.00	106.0	$ 17,284.00	$ -	$ -	$ -
3.08	Bid Set	6.0	$ 1,440.00	32.0	$ 5,760.00	40.0	$ 5,920.00	2.0	$ 246.00	2.0	$ 366.00	82.0	$ 13,732.00	$ -	$ -	$ -
3.09	Project Archive	-	$ -	2.0	$ 360.00	4.0	$ 592.00	2.0	$ 246.00	-	$ -	8.0	$ 1,198.00	$ -	$ -	$ -
	SUBTOTAL 3.0	**45.0**	**$ 10,800.00**	**210.0**	**$ 37,800.00**	**316.0**	**$ 46,768.00**	**16.0**	**$ 1,968.00**	**10.0**	**$ 1,830.00**	**597.0**	**$ 99,166.00**	**$ 91,416.00**	**$ 1,674.00**	**$ 43,000.00**
	Subconsultant Administration												**0%**	**$ -**	**$ -**	**$ -**

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FEE MATRIX

Task Matrix

MLK Jr. Park Renovation

11/02/2023

		Callander Associates' Personnel and Rates														
		Principal @ $240		Proj Manager 1 @ $180		Designer 1 @ $148		Administrator @ $123		Construction Man. @ $183		CA Fees		BKF Subconsultant Fees	RGH Subconsultant	ACE Subconsultant Fees
Phase	Description	hrs	$'s	hrs	$'s	hrs	$'s	hrs	$'s	hrs	$'s	hrs	$'s	$'s	$'s	$'s
4.0	***Bidding and Construction Support (allowance)***															
4.01	Bid Period	-	$ -	-	$ -	-	$ -	-	$ -	-	$ -	-	$ -	$ -	$ -	$ -
4.02	Pre-Bid Meeting	-	$ -	8.0	$ 1,440.00	-	$ -	-	$ -	8.0	$ 1,464.00	16.0	$ 2,904.00	$ -	$ -	$ -
4.03	Response to RFI's	1.0	$ 240.00	12.0	$ 2,160.00	8.0	$ 1,184.00	-	$ -	16.0	$ 2,928.00	37.0	$ 6,512.00	$ -	$ -	$ -
4.04	Bid Analysis Support	1.0	$ 240.00	2.0	$ 360.00	-	$ -	-	$ -	2.0	$ 366.00	5.0	$ 966.00	$ -	$ -	$ -
4.05	Submittal Review	-	$ -	8.0	$ 1,440.00	8.0	$ 1,184.00	-	$ -	40.0	$ 7,320.00	56.0	$ 9,944.00	$ -	$ -	$ -
4.06	RFI's and Change Orders	2.0	$ 480.00	12.0	$ 2,160.00	12.0	$ 1,776.00	-	$ -	24.0	$ 4,392.00	50.0	$ 8,808.00	$ -	$ -	$ -
4.07	Progress Meetings/Site Reviews	-	$ -	24.0	$ 4,320.00	-	$ -	-	$ -	80.0	$ 14,640.00	104.0	$ 18,960.00	$ -	$ -	$ -
4.08	Substantial Completion	-	$ -	-	$ -	-	$ -	2.0	$ 246.00	8.0	$ 1,464.00	10.0	$ 1,710.00	$ -	$ -	$ -
4.09	As-Builts	1.0	$ 240.00	4.0	$ 720.00	8.0	$ 1,184.00	-	$ -	2.0	$ 366.00	15.0	$ 2,510.00	$ -	$ -	$ -
	SUBTOTAL 4.0	**5.0**	**$ 1,200.00**	**70.0**	**$ 12,600.00**	**36.0**	**$ 5,328.00**	**2.0**	**$ 246.00**	**180.0**	**$ 32,940.00**	**293.0**	**$ 52,314.00**	**$ 45,406.00**	**$ 2,743.00**	**$ 10,000.00**
	Subconsultant Administration												**0%**	**$ -**	**$ -**	**$ -**

		hrs	**CALA**	**BKF**	**RGH**	**ACE**
1.0	Master Plan + Community Engagement (lump sum)	606.00	$ 104,014.00	$ 22,716.00	$ 18,300.00	$ -
2.0	Design Development (lump sum)	214.00	$ 35,442.00	$ 65,956.00	$ -	$ 16,000.00
3.0	Construction Documents (lump sum)(MLK Park only for tasks moving forward)	597.00	$ 99,166.00	$ 91,416.00	$ 1,674.00	$ 43,000.00
4.0	Bidding and Construction Support (allowance)	293.00	$ 52,314.00	$ 45,406.00	$ 2,743.00	$ 10,000.00
	Interpretation + Translation Services (allowance)		$ 10,000.00	$ -	$ -	$ -
	Reimbursables (allowance)		$ 11,638.00	$ 3,000.00	$ -	$ -
	TOTAL COMPENSATION	**1,710.00**	**$ 312,574.00**	**$ 228,494.00**	**$ 22,717.00**	**$ 69,000.00**

Newhall Trail - CD's and Construction Support

3.0	***Construction Documents (lump sum)***															
3.01	Construction Documents - 60% Submittal	4.0	$ 960.00	40.0	$ 7,200.00	50.0	$ 7,400.00	4.0	$ 492.00	4.0	$ 732.00	102.0	$ 16,784.00	$ -	$ -	$ -
3.02	Cost Estimation and Value Engineering	1.0	$ 240.00	4.0	$ 720.00	4.0	$ 592.00	2.0	$ 246.00	2.0	$ 366.00	13.0	$ 2,164.00	$ -	$ -	$ -
3.03	Internal QA/QC Review (concurrent with MLK)	-	$ -	-	$ -	-	$ -	-	$ -	6.0	$ 1,098.00	6.0	$ 1,098.00	$ -	$ -	$ -
3.04	City Review Meeting (concurrent with MLK)	-	$ -	-	$ -	-	$ -	1.0	$ 123.00	-	$ -	1.0	$ 123.00	$ -	$ -	$ -
3.05	Construction Documents - 90% Submittal	4.0	$ 960.00	40.0	$ 7,200.00	48.0	$ 7,104.00	4.0	$ 492.00	2.0	$ 366.00	98.0	$ 16,122.00	$ -	$ -	$ -
3.06	City Review Meeting (concurrent with MLK)	-	$ -	-	$ -	-	$ -	1.0	$ 123.00	-	$ -	1.0	$ 123.00	$ -	$ -	$ -
3.07	Construction Documents - 100% Submittal	4.0	$ 960.00	24.0	$ 4,320.00	32.0	$ 4,736.00	2.0	$ 246.00	2.0	$ 366.00	64.0	$ 10,628.00	$ -	$ -	$ -

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FEE MATRIX

Task Matrix

MLK Jr. Park Renovation

11/02/2023

		Callander Associates' Personnel and Rates														
		Principal @ $240		Proj Manager 1 @ $180		Designer 1 @ $148		Administrator @ $123		Construction Man. @ $183		CA Fees		BKF Subconsultant Fees	RGH Subconsultant	ACE Subconsultant Fees
Phase	Description	hrs	$'s	hrs	$'s	hrs	$'s	hrs	$'s	hrs	$'s	hrs	$'s	$'s	$'s	$'s
3.08	Bid Set	4.0	$ 960.00	24.0	$ 4,320.00	32.0	$ 4,736.00	2.0	$ 246.00	2.0	$ 366.00	64.0	$ 10,628.00	$ -	$ -	$ -
3.09	Project Archive	-	$ -	2.0	$ 360.00	2.0	$ 296.00	2.0	$ 246.00	-	$ -	6.0	$ 902.00	$ -	$ -	$ -
	SUBTOTAL 3.0	**17.0**	**$ 4,080.00**	**134.0**	**$ 24,120.00**	**168.0**	**$ 24,864.00**	**18.0**	**$ 2,214.00**	**18.0**	**$ 3,294.00**	**355.0**	**$ 58,572.00**	**$ 43,908.00**	**$ -**	**$ 8,000.00**
	Subconsultant Administration												**0%**	**$ -**	**$ -**	**$ -**
4.0	***Bidding and Construction Support (allowance)***															
4.01	Bid Period (concurrent with MLK)		$ -	-	$ -	-	$ -	-	$ -	-	$ -	-	$ -	$ -	$ -	$ -
4.02	Pre-Bid Meeting (concurrent with MLK)		$ -	-	$ -	-	$ -	-	$ -	-	$ -	-	$ -	$ -	$ -	$ -
4.03	Response to RFI's	-	$ -	2.0	$ 360.00	2.0	$ 296.00	-	$ -	6.0	$ 1,098.00	10.0	$ 1,754.00	$ -	$ -	$ -
4.04	Bid Analysis Support (concurrent with MLK)	-	$ -	-	$ -	-	$ -	-	$ -	-	$ -	-	$ -	$ -	$ -	$ -
4.05	Submittal Review	-	$ -	2.0	$ 360.00	2.0	$ 296.00	-	$ -	8.0	$ 1,464.00	12.0	$ 2,120.00	$ -	$ -	$ -
4.06	RFI's and Change Orders	-	$ -	4.0	$ 720.00	4.0	$ 592.00	-	$ -	8.0	$ 1,464.00	16.0	$ 2,776.00	$ -	$ -	$ -
4.07	Progress Meetings/Site Reviews (concurrent with MLK)	-	$ -	-	$ -	-	$ -	-	$ -	-	$ -	-	$ -	$ -	$ -	$ -
4.08	Substantial Completion (concurrent with MLK)	-	$ -	-	$ -	-	$ -	-	$ -	-	$ -	-	$ -	$ -	$ -	$ -
4.09	As-Builts	-	$ -	2.0	$ 360.00	4.0	$ 592.00	-	$ -	2.0	$ 366.00	8.0	$ 1,318.00	$ -	$ -	$ 1,000.00
	SUBTOTAL 4.0	**-**	**$ -**	**10.0**	**$ 1,800.00**	**12.0**	**$ 1,776.00**	**-**	**$ -**	**24.0**	**$ 4,392.00**	**46.0**	**$ 7,968.00**	**$ 16,324.00**	**$ -**	**$ 1,000.00**
	Subconsultant Administration												**0%**	**$ -**	**$ -**	**$ -**

		hrs	**CALA**	**$ -**	**-**	**$ -**
3.0	Construction Documents (lump sum)	355.00	$ 58,572.00	$ 43,908.00	$ -	$ 8,000.00
4.0	Bidding and Construction Support (allowance)	46.00	$ 7,968.00	$ 16,324.00	$ -	$ 1,000.00
	Reimbursables (allowance)		$ 2,662.00	$ -	$ -	$ -
	TOTAL COMPENSATION	**401.00**	**$ 69,202.00**	**$ 60,232.00**	**$ -**	**$ 9,000.00**

Optional Services

1.0	***Master Plan + Community Engagement (lump sum)***															
1.08	Facilities Tour	10.0	$ 2,400.00	20.0	$ 3,600.00	4.0	$ 592.00	2.0	$ 246.00	-	$ -	36.0	$ 6,838.00	$ -	$ -	$ -
1.09	Synthetic Turf Decision Making	4.0	$ 960.00	8.0	$ 1,440.00	8.0	$ 1,184.00	2.0	$ 246.00	-	$ -	22.0	$ 3,830.00	$ -	$ -	$ -
	SUBTOTAL 1.0	**14.0**	**3,360.0**	**28.0**	**5,040.0**	**12.0**	**1,776.0**	**4.0**	**492.0**	**-**	**-**	**58.0**	**10,668.0**	**-**	**-**	**-**

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SCHEDULES OF COMPENSATION

www.callanderassociates.com

Recreate
Educate
Live+Work
Connect
Sustain

Standard Schedule of Compensation 2023 San Jose & Burlingame

GENERAL

The following list of fees and reimbursable expense items shall be used in the provision of services described in the agreement. These amounts shall be adjusted in January, upon issuance of an updated Standard Schedule of Compensation:

Hourly Rates

Principal	$240 /hour
Senior Associate	$218 /hour
Associate	$208 /hour
Arborist/Construction Manager	$183 /hour
Senior Project Manager	$188 /hour
Project Manager 1	$180 /hour
Project Manager 2	$171 /hour
Job Captain	$158 /hour
Designer 1	$148 /hour
Designer 2	$135 /hour
Assistant Designer	$120 /hour
Accounting	$182 /hour
Senior Project Administrator	$138 /hour
Project Administrator	$123 /hour

Reimbursable Expenses Rates

Expenses *printing and reproductions, postage and delivery, mileage, travel expenses (hotel / food), testing and outside services, and other project related expenses*	cost + 15%
Communications and Insurance Surcharge	2.5% of total fees

Subconsultant Administration — 10% of Subconsultant Costs

PAYMENTS

Payments are due within ten days after monthly billing. Callander Associates reserves the right to suspend services for non-payment if payment is not received within a period of 60 days after invoice date. Additionally invoices 60 days past due are subject to a 1.5% per month interest charge. Retainer amounts, if indicated, are due upon signing the agreement and shall be applied to the final invoice for the project.

BURLINGAME
1633 Bayshore Highway, Suite 133
Burlingame, CA 94010
T 650.375.1313

GOLD RIVER
12150 Tributary Point Drive, Suite 140
Gold River, CA 95670
T 916.985.4366

SAN JOSE
2025 Gateway Place, Suite 285
San Jose, CA 95110
T 408.275.0565

SCHEDULES OF COMPENSATION

BKF ENGINEERS PROFESSIONAL SERVICES RATE SCHEDULE
EFFECTIVE JANUARY 1, 2023

CLASSIFICATION	HOURLY RATE
PROJECT MANAGEMENT	
Principal	$288.00
Senior Associate Principal	$268.00
Associate Principal	$260.00
Senior Project Manager | Senior Technical Manager	$253.00
Project Manager | Technical Manager	$247.00
Engineering Manager | Surveying Manager | Planning Manager	$228.00
TECHNICAL STAFF	
Senior Project Engineer | Senior Project Surveyor | Senior Project Planner	$212.00
Project Engineer | Project Surveyor | Project Planner	$186.00
Design Engineer | Staff Surveyor | Staff Planner	$162.00
BIM Specialist I, II, III	$162.00 - $186.00 - $212.00
Technician I, II, III, IV	$154.00 - $164.00 - $180.00 - $194.00
Drafter I, II, III, IV	$121.00 - $133.00 - $143.00 - $159.00
Engineering Assistant | Surveying Assistant | Planning Assistant	$101.00
FIELD SURVEYING	
Survey Party Chief	$212.00
Instrument Person	$182.00
Survey Chainperson	$136.00
Utility Locator I, II, III, IV	$110.00 - $156.00 - $187.00 - $213.00
Apprentice I, II, III, IV	$83.00 - $112.00 - $124.00 - $132.00
CONSTRUCTION ADMINISTRATION	
Senior Consultant	$277.00
Senior Construction Administrator	$241.00
Resident Engineer	$179.00
Field Engineer I, II, III	$162.00 - $186.00 - $212.00
FUNDING & GRANT MANAGEMENT	
Director of Funding Strategies	$198.00
Funding Strategies Manager	$181.00
Funding/Research Analyst I, II, III, IV	$124.00 - $144.00 - $153.00 - $168.00
PROJECT ADMINISTRATION	
Project Coordinator	$135.00
Senior Project Assistant	$117.00
Project Assistant	$103.00
Clerical | Administrative Assistant	$87.00

Expert witness rates are available upon request.

Subject to the terms of a services agreement:

- Charges for outside services, equipment, materials, and facilities not furnished directly by BKF Engineers will be billed as reimbursable expenses at cost plus 10%. Such charges may include, but shall not be limited to: printing and reproduction services; shipping, delivery, and courier charges; subconsultant fees and expenses; agency fees; insurance; transportation on public carriers; meals and lodging; and consumable materials.
- Allowable mileage will be charged at the prevailing IRS rate per mile.
- Monthly invoices are due within 30 days from invoice date. Interest will be charged at 1.5% per month on past due accounts.
- The rates shown are subject to periodic increases, including January 1st of each year.

SCHEDULES OF COMPENSATION

Santa Rosa Office
3501 Industrial Drive, Suite A
Santa Rosa, CA 95403
707-544-1072

Napa Office
1041 Jefferson St, Suite 4
Napa, CA 94559
707-252-8105

FULLY BURDENED SCHEDULE OF CHARGES
Effective May 1, 2023
(Back-Up Attached)

Unless agreed otherwise, work is charged for on a time and expense basis in accordance with the following schedule of charges:

PERSONNEL

Principal $284.94/hour
Project Engineer/Geologist $143.34/hour
Staff Engineer/Geologist $107.70/hour
Field Engineer (Prevailing Wage) $214.23/hour
Graphics $85.50/hour
Report Typing/Reproduction $85.50/hour

EQUIPMENT

Slope Inclinometer Instrument $200/day
Coring Machine $400/day
Specialty Software (i.e. SLOPE/W, EZ-FRISK, VolFlo) $70/hour

CONCRETE

Concrete Compression Testing - Set of 4 Cylinder Breaks $200
Shotcrete Panel (Includes coring, compression testing of 4 cores, and disposal) $400
Each Additional Cylinder/Core Break $50
Coring Charge $175
Shotcrete Panel Disposal $25

OTHER

Travel time is charged at regular rates. Vehicle mileage is charged at the current federal rate. For court appearance, expert witness testimony, or deposition the charge is $400 per hour for the principal, associate, and project level professional and $280 per hour for all others, payable in advance. Four and eight hour minimums apply for court appearance.

Time worked in excess of 8 hours per day and Saturday/night work will be charged at 1.5 times the hourly rate. Time worked in excess of 12 hours per day and Sundays/holidays will be charged at 2 times the hourly rate.

Outside services including laboratory analysis, consultants, subcontractors, equipment not listed above, outside reproduction, aerial photographs, meals, lodging, shipping and special equipment or services not listed above are charged at cost plus 10 percent.

SCHEDULES OF COMPENSATION

American Consulting Engineers Electrical, Inc.

1590 The Alameda, Suite 200 San Jose, CA 95126 408-236-2312 Fax 408-236-2312

2023 Rate Schedule

Principal	**$190**
Associate	**$180**
Project Manager	**$170**
Project Engineer	**$160**
Project Designer	**$140**
CADD Drafter/Designer	**$110**
Administration	**$ 90**

*Reimbursable normally associated with project (such as printing and delivery) will be billed at cost, plus 15%, in addition to our professional fees.