

AMENDMENT #1 TO AGREEMENT FOR PROFESSIONAL SERVICES WITH WILLDAN FINANCIAL SERVICES FOR A FULL COST SERVICES AND DEVELOPMENT IMPACT FEE STUDY

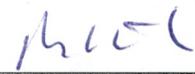
- A. Pursuant to the terms of the written Agreement between City and Consultant, approved on November 24, 2015, the City entered into a Professional Services Agreement ("Agreement") with Willdan Financial Services (Consultant) for a Full Cost Services and Development Impact Fee Study for an amount not to exceed \$81,540; and
- B. The initial Agreement did not include impact fee studies for the water and wastewater systems; and
- C. The Consultant has represented they have the necessary expertise, experience, and qualifications to assist with municipal financial services; and
- D. City and Consultant desire to amend the Agreement to add water and wastewater fees to the Development Impact Fee Update study for an additional cost of \$16,350; and
- E. Amendment No. 1 in the amount of \$16,350 to the Agreement for Consultant Services with Willdan Financial Services is hereby approved; and
- F. The total amended contract not to exceed \$97,890; and
- G. In all other respects the terms of the Parties' Agreement remain in effect and unchanged.

IN WITNESS WHEREOF, the parties hereto have accepted, made, and executed this Agreement upon the terms, conditions, and provisions above stated, the day and year first above written.

Consultant:

City:

By: 

By: 

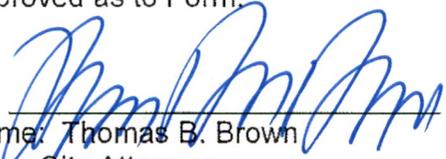
Name: Chris Fisher

Name: Mark Prestwich

Title: Vice President – Group Manager

Title: City Manager

Approved as to Form:

By: 

Name: Thomas B. Brown

Title: City Attorney



October 26, 2017

Ms. Erica Ahmann-Smithies, PE
Public Works Director/City Engineer
City of St Helena
1480 Main Street
St Helena, California 94574

Re: First Addendum to Agreement for a Development Impact Fee Update Study

Dear Ms. Smithies:

As a follow up to our recent correspondence, Willdan Financial Services ("Willdan") is pleased to submit the following scope of services, staffing, and budget to the City of St. Helena in regard to preparing a public facilities impact fee update.

Scope of Services

Below is our proposed scope of services, which is described in detail by task. Willdan will perform the following tasks to assist the City of St. Helena with the development impact fee report update.

Task 1: Water Impact Fee Analysis

Objective: Document maximum justified water impact fee analysis

Description: Willdan will work with City staff to identify water facilities to serve new development. Using the methodologies established in our original scope of work, we will develop a water facilities impact fee schedule that meets the requirements of the Mitigation Fee Act. The analysis will be documented in the St. Helena development Impact Fee Update report, along with the other fee categories listed in the original proposal.

Deliverables: Draft tables, administrative draft report, final draft report.

Task 2: Wastewater Impact Fee Analysis

Objective: Document maximum justified wastewater impact fee analysis

Description: Willdan will work with City staff to identify wastewater facilities to serve new development. Using the methodologies established in our original scope of work, we will develop a water facilities impact fee schedule that meets the requirements of the Mitigation Fee Act. The analysis will be documented in the St. Helena development Impact Fee Update report, along with the other fee categories listed in the original proposal.

Deliverables: Draft tables, administrative draft report, final draft report.

Client Responsibility

The City of St. Helena acknowledges that Willdan will rely upon the validity and accuracy of the agency's data and documentation, and agrees that Willdan shall not be liable for any inaccuracies contained in such information.

Staffing

Mr. James Edison, Managing Principal of Willdan's Financial Consulting Services group, will serve as the principal-in-charge for this engagement, and will be responsible for ensuring the quality of all work products. Mr. Carlos Villarreal will serve as project manager for this engagement with responsibility for ensuring completion of all work associated with the project, and serving as the day-to-day contact for the City of St. Helena.

Budget

Willdan will complete the scope of services for a **fixed fee of \$16,350**. This fee is in addition to the original contract amount of \$81,540. The revised contract amount totals \$97,890. This fee does not include attendance at in-person meetings beyond those listed in the original scope of work. If the City would like Willdan personnel to attend a meeting in regard to this project, the fee would be \$1,750 per meeting. Please note, telephone conference calls are not considered meetings.

Additional Services

Additional services may be authorized by the City of St. Helena and will be billed at our then current hourly consulting rates. Our current hourly rates are:

Willdan Hourly Rate Schedule	
Position	Hourly Rate
Group Manager	\$250
Managing Principal	\$240
Principal Consultant	\$210
Senior Project Manager	\$185
Project Manager	\$165
Senior Project Analyst	\$135
Senior Analyst	\$125
Analyst II	\$110
Analyst I	\$100

Willdan Financial Services appreciates this opportunity to continue to serve the City of St. Helena. If you have any questions regarding this proposal please contact Mr. James Edison at (510) 912-4687 or via email at jedison@willdan.com.

Sincerely,

WILLDAN FINANCIAL SERVICES



Chris Fisher, Vice President - Group Manager
Financial Consulting Services

