

EXHIBIT A

STH CONTRACT: 2018-004

**CITY OF ST. HELENA PUBLIC WORKS PROJECT
WORK ORDER NO. 17-022-GHD5**

PROJECT NAME & NO.: Development Plan Check Review Services
CITY PROJECT MANAGER: Erica Ahmann Smithies, PE
CONSULTANT PROJECT MANAGER: Bill Silva, PE


SCOPE OF SERVICE:
See Consultant's Scope of Services and Fee Schedule attached as Exhibit B-1 & B-2.

START DATE: 11/01/17 COMPLETION DATE: 6/30/18

NOT-TO-EXCEED AMOUNT FOR THIS PROJECT: **\$50,000**


TERMS AND CONDITIONS: This Project Work Order is issued and entered into as of the last date written below in accordance with the terms and conditions set forth in the "Master Professional Services Agreement with GHD, dated May 19, 2016, which is hereby incorporated and made part of this Project Work Order. In the event of a discrepancy or conflict between the terms and conditions of the Project work Order and the Master Agreement, the Master Agreement shall govern.

CITY OF ST. HELENA

By: 
Mark Prestwich
City Manager

Date: 1/9/2018

Consultant: Bill Silva, P.E.
2235 Mercury Way, Suite 150 Santa Rosa, CA 95407-5472 USA
707-523-1010
Bill.Silva@ghd.com

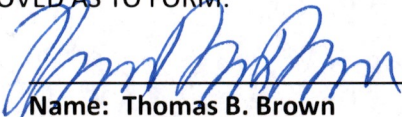
By: 
Name: WILLIAM SILVA
Title: PRINCIPAL

Date: 12/19/17

By: _____
Name: _____
Title: _____

Date: _____

APPROVED AS TO FORM:

By: 
Name: Thomas B. Brown
Title: City Attorney

Attachments: Exhibit B-1 - Consultant's scope of services
Exhibit B-2 - Compensation & Fee Schedule

TASK 1 - IMPROVEMENT PLAN/ MAPPING REVIEW

Task 1.1 Review of Development Plans –

Review consists of the following civil improvements: public streets, facilities for domestic water, sanitary sewer, storm drainage and recycled water, fire protection services, street lighting, traffic, signing/stripping, grading, public/common area landscaping, Storm Water Management Program (SWMP) and erosion control for conformance with Conditions of Approval, City Ordinances, Model Water Efficient Landscape Ordinance (MWELO), Water Neutrality, Standards and Specification, Regional Water Quality Control Board (RWQCB) compliance and sound engineering practice. Sound wall and structural review is considered an optional service.

Task 1.2 Review of Mapping –

Review includes checking Parcel Maps and Final Maps for conformance with the Tentative Map and any approved alterations thereof, checking the Conditions of Approval to see that they have been adhered to, reviewing improvement plans to verify that all necessary easements are addressed on the face of the Map or by separate instrument, and checking for compliance with the Subdivision Map Act. GHD's Professional Land Surveyor checks map(s) for technical correctness, including the review of closure calculations, supporting maps and deeds of record, and the Preliminary Title Report. In addition, the City Subdivision Code is reviewed and the Map is checked for compliance with local ordinances. Consultant will sign and seal mapping documents for technical correctness on behalf of the City Engineer.

Task 1.3 Review Supporting Documents –

Review consists of reviewing the following supporting documents to determine compliance, as applicable: Conditions of Approval, Parcel Map, Final Map, Water and Sewer Masterplans, Area-Specific Masterplans, Geotechnical Report, Traffic Study Peer Review, Earthwork Calculations, Engineer's Estimate, project memorandums, and supplemental conditions (if applicable).

The following assumptions were made in the preparation of this proposal:

1. All applicable and current City guidelines, ordinances, and project specific requirements will be provided by the City for use in review.
2. Applicants will provide complete submittals for review, including product quality and the appropriate quantity of documents.
3. It is anticipated that the point person will be available to meet at the City approximately one day per week, hold regular meeting with the Director of Public Works as needed and on a flexible basis. When the point person is not at the City offices s/he will be available during regular working hours via phone or email.
4. Primarily, the plan check and development will be completed by Engineer Level E, at a rate of \$180/hr. Support services will be completed by GHD staff as needed based on the attached Fee Schedule and at the individual's assigned current rate in effect when the work is completed.
5. GHD will be assisted on an as-needed basis by the City's engineering staff or others with specific knowledge of municipal operations, development review and capital project design and construction.

EXHIBIT B-2 – COMPENSATION

The contract is established as a time and materials fee of as established by the attached fee schedule. The maximum for this work shall not exceed \$50,000. The consultant's fee will be based upon the individual task order request and the associated hourly rates of individuals available to execute the work and reimbursables as provided in the attached "Fee Schedule". The hourly rate will be dependent on the staff completing the assignment, and communicated with the City. If the review effort increases beyond the scoped effort, the consultant will notify the City prior to exceed the expected project budget.

Fee Schedule

Exhibit B-2

Principals:

Level E	\$195 - 210
Level F	\$220 - 260

Associates:

Level D	\$165 - 175
Level E	\$185 - 205
Level F	\$225 - 245

Specialist:

Level B	\$180
Level C	\$190
Level D	\$200
Level E	\$220 - 230
Level F	\$235 - 250

Engineers:

Level A	\$115 - 125
Level B	\$130 - 140
Level C	\$145 - 155
Level D	\$160 - 185
Level E	\$190 - 220
Level F	\$225 - 245

Geologists/Hydrogeologists:

Level A	\$115 - 125
Level B	\$130 - 135
Level C	\$140 - 150
Level D	\$160 - 180
Level E	\$185 - 200
Level F	\$210

Environmental Planners:

Level A	\$105 - 115
Level B	\$120 - 125
Level C	\$130 - 135
Level D	\$145 - 155
Level E	\$165 - 195
Level F	\$210 - 215

Environmental Chemists:

Level A	\$115 - 130
Level B	\$135 - 145
Level C	\$150 - 160
Level D	\$165 - 175
Level E	\$180 - 195

Environmental Scientists:

Level A	\$100 - 110
Level B	\$115 - 125
Level C	\$130 - 135
Level D	\$140 - 155
Level E	\$165 - 180
Level F	\$195 - 210

**Industrial Hygienists /
Safety Professionals:**

Level A	\$105
Level B	\$115 - 120
Level C	\$125 - 135
Level D	\$145 - 160
Level E	\$170 - 180

Technicians/Technologists:

Level A	\$85
Level B	\$100 - 110
Level C	\$110 - 120
Level D	\$125 - 140
Level E	\$145 - 160
Level F	\$180 - 190

Draft/CADD:

Level A	\$75 - 80
Level B	\$90
Level C	\$95 - 100
Level D	\$115 - 125
Level E	\$130 - 160
Level F	\$170

Technical Apprentices:

Level A	\$80
Level B	\$95

Administrative Support:

\$70

Fee Schedule

Exhibit B-2

Employee time will be billed in accordance with the fees listed above. These rates are subject to change on a semi-annual basis. For other than professional employees, time spent over 8 hours per day, time spent on swing shifts, and time spent on Saturdays will be charged at 1.5 times the hourly billing rate. Work on Sundays will be charged at 2.0 times the hourly billing rate and holiday work will be charged at 2.5 times the hourly billing rate. All field personnel charges are portal to portal. Professional employees will not be charged out at premium charge rates for overtime work.

Expenses and other similar project related costs are billed out at cost plus 15%. The cost of using equipment and specialized supplies is billed on the basis of employee hours dedicated to projects. Our rates are:

- A. Office consumables: \$6.00/hr
- B. Environmental Dept/Construction Inspector consumables: \$11.00/hr
- C. Survey Field consumables: \$15.00/hr
- D. Various Environmental, Construction and Land Surveying equipment: At market B. C. D.

Payment for work and expenses is due and payable upon receipt of our invoice. Amounts unpaid thirty (30) days after the issue date of our invoice shall be assessed a service charge of one and one half (1.5) percent per month.

(*) These rates do not apply to forensic-related services, or to work for which Prevailing Wage obligations exist. It is the responsibility of the client to notify GHD Inc in writing if Prevailing Wage obligations are applicable, in which case the fees will be adjusted proportionate to the increase in labor cost.