Summary Title: Approval to Increase Compensation & Extend Term of Design contract for 12kV Loop Rehab. at WQCP

Title: Approval of Amendment Number 1 to Contract Number C19170648 With Salas O'Brien Engineers, Inc., for Professional Design Services for the 12kV Electrical Distribution Network Rehabilitation Project at the Regional Water Quality Control Plant to add Services, Increase Compensation by $142,939 for a new Not-to-Exceed Amount of $410,811, and Extend the Schedule for Performance Through December 31, 2022 - Capital Improvement Program Project WQ-19002

From: City Manager

Lead Department: Public Works

Recommendation
Staff recommends that Council approve and authorize the City Manager or his designee to execute Contract Amendment No. 1 to Contract No. C19170648 with Salas O'Brien Engineers, Inc. (Attachment A), to increase the contract compensation by a not-to-exceed amount of $142,939 to provide additional electrical engineering services for the 12kV Electrical Distribution Network Rehabilitation Project (CIP WQ-19002) at the Regional Water Quality Control Plant (RWQCP), and to extend the schedule of performance through December 31, 2022. The revised total contract amount is not to exceed $410,811, including $373,465 for basic services and $37,346 for additional services.

Background
The 12,470 volt (12kV) Electrical Distribution Network (Loop) is critical infrastructure for the RWQCP. The 12kV Loop was designed to provide redundancy and resilience to RWQCP electrical systems, minimizing single points-of-failure that could cause cascading electrical faults/interruptions. Over the past 40 years, equipment has been added to the 12kV Loop to accommodate new projects, increase safety, and address performance issues (e.g., adding a 12kV capacitor bank to improve power quality).

The 12kV Loop Rehabilitation Project design scope includes replacement of equipment at or beyond its design life and upgrades to accommodate future RWQCP capital projects. The
Request for Proposals (RFP) for C19170648 was prepared with best available information at the time of the RFP solicitation. The contract was awarded to Salas O’Brien Engineers, Inc. (Salas O’Brien) in October 2018 (CMR #9274). Since contract award, Salas O’Brien has performed field survey work and prepared plans. Public Works and Utilities Department staff have coordinated electrical design standards for the project.

Discussion
During design, several items required additional services for the project to meet the City’s latest design standards, to incorporate comments from Utilities Department staff, and to best integrate new design information from other CIP projects. These items are organized into five general items, which compose the overall amendment fee request of $142,939 and the additional time to perform the work.

- **Item A. Additional structural engineering design and coordination.**
  A new Sea Level Rise Adaptation Policy approved by City Council on March 18, 2019 (CMR #9576) requires all new critical infrastructure, such as the 12kV system, to be adaptable and protected from future sea level rise scenarios. At the time of the original RFP, the City’s Sea Level Rise Adaptation Policy was not yet adopted, and the original engineering fee did not include services for structural engineering design support. The additional design and coordination will help protect the 12kV investment from anticipated sea level rise scenarios in the years ahead.

- **Item B. Engineering design to replace Load Center No. 7 (LC7).** During design workshops between Salas O’Brien, Public Works, and Utilities Department staff, Utilities Department staff identified deficiencies in the existing primary power feed configuration, as well as the need for future capacity in the general proximity of LC7 for other CIP projects. LC7 was not originally scheduled for rehabilitation. Additional fee and schedule are required to address LC7’s noted deficiencies and plan for future work.

- **Item C. Engineering design to replace secondary electric utility incoming electrical service switchgear.** During design workshops between Salas O’Brien, Public Works, and Utilities Department staff, Utilities Department staff identified deficiencies in the existing 12kV secondary power feed configuration. The secondary power feed was not originally scheduled for rehabilitation. Additional fee and schedule are required to address the identified deficiencies.

- **Item D. Redesign effort.** At the project start, Salas O’Brien was asked to replace older pad mounted switches with new Schweitzer and Conrad fused switches consistent with recent RWQCP project standards. After a joint meeting with Public Works and Utilities Department staff, RWQCP project standards were changed to match Utilities Department requirements. Therefore, the project will use oil-filled switches as the design basis, which are consistent with Utilities Department standards. The change requires Salas O’Brien to provide additional field investigation for field measurements to
ensure adequacy of the existing site conditions. Additional coordination with the equipment manufacturer will also be required to obtain the updated physical size of the new equipment.

- **Item E. Expanded Power System Study.** Additional effort is required to perform an expanded power system study, a coordination study, and an arc-flash study for the additional scope of work (e.g., LC7 and the secondary 12kV electric utility incoming electrical feeder). The current power system study is limited to new devices being replaced in the project.

In addition to replacing equipment and accommodating new projects, the additional services will improve the facility’s redundancy by updating and improving the two 12kV power feeds into the RWQCP, adding flexibility for the location and configuration of future CIP projects, and adding resiliency by meeting the most recent policy guidelines.

This contract is on the City’s professional services template, which permits the City to terminate without cause/for convenience by providing written notice to the contractor. In the event the City finds that due to fiscal challenges City resources need to be refocused elsewhere, the City can terminate for convenience. Other options include termination due to non-appropriation of funds or amending the contract to reduce the cost, for example, by reducing the scope of work. The contract may also be suspended by written notice of the City Manager.

**Timeline**
The preliminary design (30%) of the electrical distribution loop was completed in May 2019. The detailed design will continue upon Council’s approval of this amendment. The detailed design is expected to be completed five months after Council approval. As part of the basic services, Salas O’Brien will provide engineering services during solicitation and construction of the capital project.

**Resource Impact**
Additional funding required for this contract amendment is available in the Fiscal Year 2020 Wastewater Treatment Fund Capital Improvement Program Plant Repair, Retrofit, and Equipment Replacement Project (WQ-19002). Palo Alto treats the combined wastewater from Palo Alto, Los Altos, Los Altos Hills, Mountain View, Stanford University, and East Palo Alto Sanitary District. Palo Alto’s share of this project is approximately 36% and the other five agencies’ share is approximately 64%, based on volume and strength of wastewater contribution of each partner. The $142,939 amount of the contract amendment is the combined cost for all the partners.

**Policy Implications**
This recommendation does not represent any change to existing City policies.

**Stakeholder Engagement**
This project is part of the Plant’s minor capital improvement program funded by Palo Alto and its five additional partner agencies. The five partner agencies are regularly updated about both the need for and the progress on wastewater treatment capital work. Updates are provided each year at an annual meeting and at other periodic meetings established to inform partner agency staff about the minor capital improvement program. This project has been part of that process.

Environmental Review
The project is exempt from review under the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15301, subsections (b) and (e)(1), Existing Facilities, as it involves the repair and maintenance of an existing publicly owned utility used to provide sewerage treatment services with a minor addition to an existing building and no or negligible expansion of use.

Attachments:
- Attachment A- Amendment No. 1 to Contract No. C19170648
This Amendment No. 1 (this “Amendment”) to Contract No. C19170648 (the “Contract” as defined below) is entered into as May 11, 2020, by and between the CITY OF PALO ALTO, a California chartered municipal corporation (“CITY”), and SALAS O’BRIEN ENGINEERS, a California corporation, located at 305 South 11th Street, San Jose, CA 95112 (“CONSULTANT”). CITY and CONSULTANT are referred to collectively as the “Parties” in this Amendment.

RECITALS

A. The Contract (as defined below) was entered into by and between the Parties hereto for the provision of design and engineering services for the replacement of the 12kV electrical distribution network at the Regional Water Quality Control Plant (RWQCP) (the “Project”), as detailed therein.

B. The Parties now wish to amend the Contract to extend the time for performance by up to six months, expand the scope of services to include additional, unanticipated engineering services related to the Project, and increase the maximum compensation accordingly.

NOW, THEREFORE, in consideration of the covenants, terms, conditions, and provisions of this Amendment, the Parties agree:

SECTION 1. Definitions. The following definitions shall apply to this Amendment:


b. Other Terms. Capitalized terms used and not defined in this Amendment shall have the meanings assigned to such terms in the Contract.

SECTION 2. Section 2 “TERM” of the Contract is hereby amended to read as follows:

The term of this Agreement shall be from the date of its full execution through December 31, 2022.

SECTION 3. Section 4 “NOT TO EXCEED COMPENSATION” of the Contract is hereby amended to read as follows:

“The compensation to be paid to CONSULTANT for performance of the Services described in Exhibit “A” (also referred to herein as the “Basic
Services”), and reimbursable expenses, shall not exceed Three Hundred Seventy-Three Thousand Four Hundred Sixty-Five Dollars ($373,465.00). CONSULTANT agrees to complete all Basic Services, including reimbursable expenses, within this amount. In the event Additional Services (as defined below) are authorized, the total compensation for Basic Services, Additional Services and reimbursable expenses shall not exceed Four Hundred Ten Thousand Eight Hundred Eleven Dollars ($410,811.00). The applicable rates and schedule of payment are set out at Exhibit “C-1”, entitled “HOURLY RATE SCHEDULE,” which is attached to and made a part of this Agreement. Any work performed, or expenses incurred for which payment would result in a total exceeding the maximum amount of compensation set forth herein shall be at no cost to the CITY.

“Additional Services, if any, shall be authorized in accordance with and subject to the provisions of Exhibit “C”. CONSULTANT shall not receive any compensation for Additional Services performed without the prior written authorization of CITY. “Additional Services” shall mean any work that is determined by CITY to be necessary for the proper completion of the Project, but which is not included within the Scope of Services described at Exhibit “A”.”

SECTION 4. The following exhibit(s) to the Contract is/are hereby amended or added, as indicated below, to read as set forth in the attachment(s) to this Amendment, which is/are hereby incorporated in full into this Amendment and into the Contract by this reference:

a. Exhibit “A” entitled “Scope of Services”, AMENDED AND REPLACES PREVIOUS.

b. Exhibit “B” entitled “Schedule of Performance”, AMENDED AND REPLACES PREVIOUS.

c. Exhibit “C” entitled “Compensation”, AMENDED AND REPLACES PREVIOUS.

d. Exhibit “C-1” entitled “Hourly Rate Schedule”, AMENDED AND REPLACES PREVIOUS.

SECTION 5. Legal Effect. Except as modified by this Amendment, all other provisions of the Contract, including any exhibits thereto, shall remain in full force and effect.
SECTION 6. Incorporation of Recitals. The recitals set forth above are terms of this Amendment and are fully incorporated herein by this reference.

(SIGNATURE BLOCK FOLLOWS ON THE NEXT PAGE.)
SIGNATURES OF THE PARTIES

IN WITNESS WHEREOF, the Parties have by their duly authorized representatives executed this Amendment effective as of the date first above written.

CITY OF PALO ALTO

City Manager or designee

APPROVED AS TO FORM:

SALAS O’BRIEN

Officer 1

By: Jeffry Gosal
Name: Jeffry Gosal
Title: Principal

Officer 2 (Required for Corp. or LLC)

By: Jeffry Gosal
Name: Jeffry Gosal
Title: Principal

Attachments:

Exhibit “A” entitled “SCOPE OF SERVICES”, AMENDED, REPLACED PREVIOUS
Exhibit “B” entitled “SCHEDULE OF PERFORMANCE”, AMENDED, REPLACES PREVIOUS
Exhibit “C” entitled “COMPENSATION”, AMENDED, REPLACES PREVIOUS
Exhibit “C-1” entitled “HOURLY RATE SCHEDULE”, AMENDED, REPLACES PREVIOUS
EXHIBIT “A”
SCOPE OF SERVICES
(AMENDED, REPLACES PREVIOUS)

This section describes the nature and scope of engineering and design services to be provided for the completion of the Project for the RWQCP engineering and design of the 12kV distribution network.

The main features of scope of design and engineering services for electrical improvements shall include, but not be limited to, the following:

1. Replacement of five (5) each, 15kV rated pad-mounted switches
2. Replacement of load center #3 and #4 (consider replacement in the same location or potential new location) and load center #7
3. Review of other load centers to identify if replacements are required
4. Review of 15kV primary to 480V secondary distribution transformers to identify if replacements are required
5. Replacement of all 15kV rated cable
6. Replacement of cable terminations, splicing, and grounding equipment as required
7. Addition of active harmonic filters at Load Centers
8. Implementation of arc energy reduction methods to meet NEC 240.87
9. Coordinate meetings with, and implement CITY-approved comments from, the City of Palo Alto Utilities Department (CPAU)
10. Meet or exceed the City’s Sea Level Rise Adaptation Policy, approved by the City Council on March 18, 2019, including all necessary structural engineering to raise critical infrastructure above flood levels with sea-level rise estimates. CONSULTANT shall coordinate with CITY on exact elevations
11. A Power System Study to include all new infrastructure, including LC3, LC4, and LC7

This scope of services shall be used as a basis for the deliverables required for the project.

- As part of Task 1, CONSULTANT shall prepare and submit for review and approval, a preliminary design, including single line and detailed drawings at 30% completion
- As part of Task 2, CONSULTANT shall prepare and submit for review and approval, drawings and schematics at 60% completion and the final technical bid documents.
- As part of Task 3, CONSULTANT shall provide bid period services.
- As part of Task 4, CONSULTANT shall provide engineering services during construction.
- As part of Task 5, CONSULTANT shall include the design of new harmonic filters into Tasks 1-4 as described above.

Task 1 – Preliminary Design (30% Design)
Predesign activities will include the following:

a. Kickoff meeting with RWQCP and CPAU staff to define project requirements and to discuss equipment replacement options
b. Review record drawings and project technical documents
c. Conduct field inspections of the 12kV distribution network. These field inspections will include inspections of the distribution cabling, pad-mounted switches, capacitor bank(s), load centers, transformers and all related 12kV electrical equipment.
d. Prepare draft and final preliminary design reports that includes the following content as a minimum:
   i. Results of all field inspections, including estimates of quantities, types, and costs of replacing electrical equipment (preliminary cost estimate)
   ii. Evaluation of options to replace associated electrical equipment (load centers, transformers, etc.)
   iii. Recommendations for other electrical improvements
   iv. Preliminary (30% design level) drawings and technical documentation
   v. Preliminary (30% design level) list of specifications.
   vi. Sequencing of equipment replacement, outages, and other temporary work-arounds needed to keep the plant operational during construction.
   vii. Prioritization and timing of equipment replacement
e. Conduct a review meeting with RWQCP and CPAU upon the submittal of the draft preliminary design report.
f. Conduct short-circuit, protective device coordination and arc flash hazard analysis
g. Prepare a short-circuit, protective device coordination and arc flash hazard analysis report that includes the following:
   i. Executive Summary including Introduction and Results/Recommendations
   ii. Short-Circuit Methodology Analysis Results and Recommendations
   iii. Short-Circuit Device Evaluation Table
   iv. Protective Device Coordination Methodology Analysis Results and Recommendations
   v. Protective Device Settings Table
   vi. Time-Current Coordination Graphs and Recommendations
   vii. Arc Flash Hazard Methodology Analysis Results and Recommendations including the details of the incident energy and flash protection boundary calculations, along with Arc Flash boundary distances, working distances, Incident Energy levels and Personal Protection Equipment levels.
   viii. One-line system diagram that shall be computer generated and will clearly identify individual equipment buses, bus numbers used in the short-circuit analysis, cable and bus connections between the equipment, calculated maximum short-circuit current at each bus location, device numbers used in the time-current coordination analysis, and other information pertinent to the computer analysis.
h. Develop electrical system model with SKM or ETAP or EasyPower.
i. CONSULTANT to determine the extent to which power system harmonics are affecting the electrical system in the RWQCP through analysis of data that is being recorded by various existing power quality instruments.

**Task 2 – Detailed Design**
a. CONSULTANT shall provide engineering services to prepare a final design and to produce a complete package of single line and layout drawings, detailed drawings, biddable plans, technical specifications, and other contract documents as required based on the design concepts and criteria developed with the preliminary design. CONSULTANT shall consider future designs and current construction efforts in their engineering design.

b. The design shall be based on consultation with RWQCP and CPAU staff and the Preliminary Design Report, and shall result in detailed requirements for project construction. The design shall sequence construction such that plant operations are maintained on a continuous basis. A construction sequence shall be established in sufficient detail which meets the RWQCP’s ability to continuously meet the needs of the plant and its customers. RWQCP shut downs shall be kept to a minimum or not permitted.

c. Electrical Design – The electrical design shall include the determination of power requirements for electrical equipment including; transformer sizing, load center sizing, pad-mounted switch sizing, and all cable and conduit sizing required. Design for new load centers shall also include layout and modifications or additions. Existing conditions shall be field verified during the Preliminary Design (Task 1).

d. CONSULTANT shall conduct design review meetings upon submission of deliverables as described below.

e. CONSULTANT shall assist RWQCP in preparation of construction bid package. RWQCP will issue the bid package via Planet Bids.

f. CONSULTANT shall assist RWQCP in preparing documents for the staff level review of the project by CITY’s Planning Department. The documents shall at the least include drawings, renderings and brief project description.

Task 3 – Services during Bidding
a. CONSULTANT shall respond to the request for clarification and/or information from prospective bidders.

b. CONSULTANT shall assist RWQCP with preparation of Project addenda and furnish the originals required for said addenda.

c. CONSULTANT shall attend and assist RWQCP at the pre-bid conference and the walk through.

Task 4 – Services during Construction
a. CONSULTANT shall review submittals from the contractor for conformance with the Contract Documents. CONSULTANT shall review and return the submittal comments to the City within fourteen calendar days.

b. CONSULTANT shall prepare written response to the Request for Information (RFI) submitted by the contractor. CONSULTANT shall review, comment and return the...
RFI responses within seven calendar days.
c. CONSULTANT shall review and validate the Contract Change Order requests submitted by the Contractor for accuracy and correctness, as requested by the City.
d. As requested, CONSULTANT shall attend periodic Project Progress Meetings with the Contractor. Please allow for one meeting per month, at the minimum, during the construction phase.
e. CONSULTANT shall provide the technical support to the City during start up and commissioning of the new equipment including; pad mounted switches, transformers, load centers etc. CONSULTANT shall work with Contractor and equipment manufacturer’s representatives, as requested by the City.
f. CONSULTANT shall assist the City in monitoring, documenting, and/or validating any testing required by the permitting agencies.
g. CONSULTANT shall review the “as-built” or “red-line” drawings and documents maintained by the Contractor during construction. Upon construction completion, CONSULTANT shall prepare record drawings. The record drawings shall consist of annotated contract drawings and electronic files showing changes in design and construction.

Task 5 – Active Harmonic Filter Assessment and Design
CONSULTANT to determine the extent to which power system harmonics are affecting the electrical system in the RWQCP through analysis of data that is being recorded by various existing power quality instruments as part of Task 1. If CONSULTANT finds through its analysis of this data that harmonics are not impairing the operation of or cause damage to RWQCP equipment, this task of an extensive harmonics study shall be deleted from the Scope of Services.

If CONSULTANT finds through its analysis of this data that such as study is needed, it will utilize the services of a 3rd party vendor which will specify filters that will reduce harmonics in the RWQCP electrical system to levels specified in IEEE Standard 519.

IV. DELIVERABLES

Task 1 – Preliminary Design (30% Design)
a. Draft Preliminary Design Report with Recommendations (including 30% Design drawings and list of Specifications) – 4 hard copy sets, 1 electronic set (in pdf format), and 1 electronic set (in MS Word)
b. Final Preliminary Design Report with Recommendations (including 30% Design drawings and list of Specifications) – 4 hard copy sets, 1 electronic set (in pdf format), and 1 electronic set (in MS Word)
c. Preliminary Cost Estimate – 1 hard copy set and 1 electronic set (in pdf format)
d. Responses to City Comments
e. Preliminary Design Workshop agenda, handouts, and meeting notes.
f. Short-Circuit, Protective Device Coordination and Arc Flash Hazard Analysis Report (i.e. Power System Study)
   - Electrical system model and TM documenting basis of model.
- The Study will incorporate either actual data when available and assumptions when data isn’t available for existing equipment.
- The Study will incorporate detailed information from the CONSULTANT for all new/proposed equipment.
- The City will purchase, if necessary, software for the model provided.

Task 2 – Detailed Design

a. 60% Design
60% Design Documents including half size drawings and specifications – 4 hard copy sets, 1 electronic set (in pdf format), and 1 electronic set (in MS Word format for specifications only). Specifications shall follow the CSI 2016 MasterFormat.
  • 60% Cost Estimate – 1 hard copy set and 1 electronic set (in pdf format)
  • 60% Construction Schedule - 1 hard copy set and 1 electronic set (in pdf format)
  • Responses to City Comments
  • 60% Design Workshop agenda, handouts, and meeting notes.

b. Final Design
Final Design Documents including:
  • Final specifications – 2 hard copies, 1 electronic copy in PDF format, and 1 electronic copy in MS Word format
  • Final design calculations stamped by registered engineer – 2 hard copies, 1 electronic copy in PDF format
  • Final drawings – 2 hard copies, 1 electronic copy in PDF format
  • Final Cost Estimate – 1 hard copy and 1 electronic copy in PDF format
  • Final Construction Schedule - 1 hard copy and 1 electronic copy in PDF format
  • Expanded coordination with CPAU and CITY shall be documented in agendas and meeting minutes, prepared by the Consultant and submitted to the CITY.
  • Incorporate Sea Level Adaptation Policy design guidelines and expanded Power Study data into the Final Design Documents.

c. Bid Documents
  • Bid Documents (Technical) including:
    • Bid Specifications – 2 hard copies, 1 electronic copy in PDF format, and 1 electronic copy in MS Word format
    • Bid Drawings – 2 hard copies, 1 electronic copy in PDF format

Task 3 – Services during Bidding
  • Respond to Requests for Clarification
  • Prepare Addenda, if required
  • Conformed Design Documents including:
    - Conformed specifications – 2 hard copies, 1 electronic copy in PDF format, and 1 electronic copy in MS Word format
    - Conformed drawings – 2 hard copies, 1 electronic copy in PDF format, and 1 electronic copy in AutoCAD format
Task 4 – Services during Construction
- Submittal review comments
- RFI responses
- Contract change order review comments, as needed
- Record Drawings – 1 digital copy in PDF format and 1 copy in AutoCAD format

Task 5 – Active Harmonic Filter Assessment and Design
  - Specifications for the Filter
  - Installation drawings
  - Assistance in commissioning and start up

Assumptions
- RWQCP has standard front-end specifications that will be used for this project. Consultant shall review front-end specifications and provide project specific comments for RWQCP consideration.
EXHIBIT “B”  
SCHEDULE OF PERFORMANCE  
(AMENDED, REPLACES PREVIOUS)

CONSULTANT shall perform the Services so as to complete each milestone within the number of weeks specified below. The time to complete each milestone may be increased or decreased by mutual written agreement of the project managers for CONSULTANT and CITY so long as all work is completed within the term of the Agreement. CONSULTANT shall provide a detailed schedule of work consistent with the schedule below within 2 weeks of receipt of the notice to proceed.

<table>
<thead>
<tr>
<th>Milestones</th>
<th>Completion in Weeks Following issuance of NTP</th>
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<tbody>
<tr>
<td>1. Preliminary Design (30% Design)</td>
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<td>2. Detailed Design</td>
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<td>3. Services during Bidding</td>
<td>132</td>
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<td>4. Services during Construction</td>
<td>188</td>
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<tr>
<td>5. Active Harmonic Filter Assessment and Design</td>
<td>196</td>
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</table>
EXHIBIT “C”
COMPENSATION
(AMENDED, REPLACES PREVIOUS)

The CITY agrees to compensate the CONSULTANT for professional services performed in accordance with the terms and conditions of this Agreement, and as set forth in the budget schedule below. Compensation shall be calculated based on the hourly rate schedule attached as Exhibit C-1 up to the not to exceed budget amount for each task set forth below.

CONSULTANT shall perform the tasks and categories of work as outlined and budgeted below. The CITY’s Project Manager may approve in writing the transfer of budget amounts between any of the tasks or categories listed below provided the total compensation for Basic Services, including reimbursable expenses, and the total compensation for Additional Services do not exceed the amounts set forth in Section 4 of this Agreement.

<table>
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<tr>
<th>BUDGET SCHEDULE</th>
<th>NOT TO EXCEED AMOUNT</th>
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<tbody>
<tr>
<td>Task 1</td>
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<td>Task 2</td>
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<td>(Detailed Design)</td>
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<td>Sub-total Basic Services</td>
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<td>Reimbursable Expenses</td>
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<td>Maximum Total Compensation</td>
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REIMBURSABLE EXPENSES

The administrative, overhead, secretarial time or secretarial overtime, word processing, photocopying, in-house printing, insurance and other ordinary business expenses are included within the scope of payment for services and are not reimbursable expenses. CITY shall reimburse CONSULTANT for the following reimbursable expenses at cost. Expenses for which CONSULTANT shall be reimbursed are:

A. Travel outside the San Francisco Bay area, including transportation and meals, will be reimbursed at actual cost subject to the City of Palo Alto’s policy for reimbursement of travel and meal expenses for City of Palo Alto employees.

B. Long distance telephone service charges, cellular phone service charges, facsimile transmission and postage charges are reimbursable at actual cost.

All requests for payment of expenses shall be accompanied by appropriate backup information. Any expense anticipated to be more than $1,000 shall be approved in advance by the CITY’s project manager.

ADDITIONAL SERVICES

The CONSULTANT shall provide Additional Services (per Section 4) only by advanced, written authorization from the CITY. The CONSULTANT, at the CITY’s project manager’s request, shall submit a detailed written proposal including a proposed description of the scope of services, schedule, maximum compensation, including any reimbursable expenses, for such services based on the rates set forth in Exhibit C-1. The Additional Services scope, schedule and maximum compensation shall be negotiated and agreed to in writing by the CITY’s Project Manager and CONSULTANT prior to commencement of such services. Performance of and payment for Additional Services is subject to all requirements and restrictions in this Agreement.
EXHIBIT C-1
Hourly Rate Schedule
(AMENDED, REPLACES PREVIOUS)

CITY OF PALO ALTO - T&M CHARGE RATES*

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<td>Senior Telecommunications Consultant</td>
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<td>Energy Consultant</td>
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<td>$205</td>
<td>$210</td>
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<td>$220</td>
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Reimbursable Expenses: N/A

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