



# City of Palo Alto

## City Council Staff Report

(ID # 11273)

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**Report Type: Action Items**

**Meeting Date: 6/23/2020**

**Council Priority: Grade Separations, Transportation and Traffic**

**Summary Title: AECOM Contract Amendment-Rail and Adoption of Updated Rail Workplan**

**Title: Approval of Amendment Number 2 to Contract Number C18171057 With AECOM for Continued and Expanded Services for the Connecting Palo Alto Rail Grade Separation (PL-17001) Effort and to Increase Compensation by \$309,872 for a Total Not-to-Exceed Amount of \$2,794,658; and Approval of Updated Rail Workplan**

**From: City Manager**

**Lead Department: Transportation Department**

### **Recommendation**

Staff recommends that the City Council approve and authorize the City Manager or his designee to execute Amendment No. 2 to Contract C18171057 with AECOM for continued and expanded services for the Connecting Palo Alto Rail Grade Separation (PL-17001) effort and to increase maximum compensation by \$309,872 for a total not-to-exceed amount of \$2,794,658; and approve the updated rail workplan.

### **Background**

The City Council approved a contract with AECOM to serve as the primary consultant for the Connecting Palo Alto Rail Grade Separation Project on April 16, 2018. The approved contract (C18171057), for \$1,278,660, is shown in [CMR #9100](#).

City Council approved Amendment No. 1 to the contract on June 24, 2019 ([CMR #10463](#)). Amendment No. 1 expanded the scope of services to include additional work requested by the City Council in relation to the Connecting Palo Alto effort at an increased maximum compensation of \$1,206,126.

On September 9, 2019, the City Council provided additional direction to staff and changed the responsibilities of the former Community Advisory Panel and reconstituted the advisory group as the Expanded Community Advisory Panel (XCAP) with additional responsibilities and

members. In making that change, the City Council also gave the XCAP a deadline of April 30, 2020 to complete their work. Though the XCAP has worked diligently, they will be unable to meet their April 30, 2020 deadline due to a variety of circumstances including interruptions in their meeting schedule as a result of the COVID-19 emergency.

On January 21, 2020, the City Council heard an update from the XCAP where the XCAP presented new ideas for the City Council to consider adding to the list of seven (7) current alternatives under consideration. The new ideas came from the community and were reviewed by the XCAP and some volunteer retired civil engineers before coming to the City Council. At this meeting, the City Council directed staff to move forward immediately with exploring two of the three new idea concepts presented by the XCAP. Following that City Council action, staff and AECOM have been diligently working with the new idea proposers and the XCAP Technical Working Subgroup to further refine the ideas and get them to a level comparable to the existing seven (7) alternatives. In addition to the extended schedule, the proposed contract amendment primarily reflects additional work related to the new ideas.

In a recent report to the City Council on March 23, 2020 the City Council deferred discussion of a business tax and also requested that staff return to City Council with a Railroad Grade Separation workplan that extends the target date for selection of preferred alternatives in light of delays and challenges related to COVID-19. Staff shares that workplan in the staff report below which outlines the work needed by AECOM to fulfill City Council's requests from January 2020 as well as the work going forward to achieve selection of preferred alternatives. The proposed contract amendment is attached to this report as **Attachment A**.

### **Discussion**

On January 21, 2020, the City Council authorized the review of two additional new ideas: one idea for the Churchill underpass grade separation and the other idea modifying each of the grade separations at Meadow and Charleston. These new ideas require additional work to develop the fact sheets, renderings, and videos to better depict the preliminary design and show work in three dimensions. The three-dimensional renderings and videos will help provide better perspective of the proposed improvements for community engagement and greater reach to the public.

In addition, staff is working to support the XCAP with requested information in a timely manner for the review of various alternatives. Due to COVID 19 conditions, there have been delays to XCAP meetings. This was also shared by the XCAP during update to City Council on June 8, 2020. These delays have extended the schedule for public input and deliberation of alternatives to August 2020. The proposed recommendations for the grade separation project are anticipated to be completed by the end of August 2020.

The additional work to evaluate the proposed new alternatives resulted in the need to have additional consultant services, estimated at \$309,872. Staff requested that AECOM provide the

scope for additional work to assist with preparation of renderings videos, traffic evaluation of the new alternatives, and project management.

The specific elements requiring contract amendment are outlined by task as follows:

Task 1: Project Management – the time extension of 10 months (March 2020-December 2020) to the project schedule will extend general project management tasks required for managing all aspects of the planning effort (administration, coordination, and quality control). This task also accounts for meetings with outside agencies relevant to the project (e.g., Caltrain).

Task 4. Community Engagement – This task includes preparation of 3-D renderings/photo simulations and 360-degree color 3-D animated videos for all the new ideas (as described in Task 6).

Task 6. Identify Recommended Alternatives – this is where the analysis on the two (2) new ideas is included. The main aspects of the Task 6 amendment include:

- Civil engineering for new ideas at three locations (Churchill Partial Underpass and Meadow/Charleston Underpass).
- Preliminary civil engineering conducted to help the XCAP and the City Council review the proposed new ideas (4 new ideas were studied for the XCAP; 3 of those came forward to the City Council; 2 were further pushed forward by City Council).
- Traffic engineering at Churchill, Meadow and Charleston:
  - New idea that included a roundabout at Alma and Embarcadero
  - New idea that included a partial underpass at Churchill
  - New idea that included a partial underpass and bike/ped changes at Meadow/Charleston
  - More traffic analysis on two existing alternatives: Churchill viaduct and Meadow/Charleston viaduct (per XCAP request)
  - Draft and final traffic memorandums
- Preliminary construction cost estimates for new ideas

### **Updated Rail Workplan**

With the schedule changes due to COVID-19, staff proposes a workplan that will allow the XCAP to finish their work and study the existing seven (7) alternatives, allow the XCAP to review and comment on the analysis on the new ideas, and allow staff the time to have broader community conversations on all nine (9) alternatives. This amount of work with report outs to the City Council will well equip the City Council with needed information to decide on preferred alternatives this year.

Staff proposes the workplan timeline as follows:

- a. Engage the XCAP through the months of July 2020. They will receive all technical information in this timeframe and will be able to review it all if they continue their almost weekly meeting schedule.

- b. Staff will coordinate additional community engagement opportunities in July/August 2020.
- c. All analytical work should be completed by July which will help with the XCAP meetings and community conversations.
- d. XCAP will complete their deliberation on alternatives by mid-September and prepare the final report. XCAP is anticipated to update Council in August and present the final report in early October.
- e. Final project reporting and the Project Study Report (PSR) will be completed by AECOM consultant by December based on Council's direction.

### **Timeline, Resource Impact, Policy Implications**

Funding required for this contract amendment is available in Railroad Grade Separation and Safety Improvement Capital Improvement Project PL-17001 in FY 2020 and FY 2021, subject to City Council approval of the FY 2021 – 2025 Capital Improvement Plan on June 22, 2020. Amendment No. 2 increases the contract amount from \$2,484,786 to \$2,794,658, a net increase of \$309,872 for services outlined above. Any future need for an annual contract budget adjustment for a subsequent contract year will be addressed in the development of the FY 2022 budget and recommended to Council through the annual budget development process.

City staff was able to get a 5% reduction in the costs for the proposed amendment from the consultant. The consultant was able to achieve this reduction through a combination of measures including a reduction to hourly rates charged for certain personnel and reduction/elimination of the sub-consultant markup.

Grade separations along the Caltrain corridor are a City priority, as evidenced by Comprehensive Plan Policy T-3.15 "Pursue grade separation of rail crossings along the rail corridor as a City priority." The proposed contract would advance this priority and respond to Program T3.15.1: "Undertake studies and outreach necessary to advance grade separation of Caltrain to become a "shovel ready" project and strongly advocate for adequate State, regional, and federal funding for design and construction of railroad grade separations."

### **Environmental Review:**

The AECOM consultant contract amendment described in this report does not constitute a project under the California Environmental Quality Act and is therefore not subject to environmental review.

### **Attachments:**

- Attachment A: AECOM Rail Program Management Services Contract Amendment No 2

### **Attachments:**

- Attachment A: Amendment #2 C18171057 AECOM

**AMENDMENT NO. 2 TO CONTRACT NO. C18171057  
BETWEEN THE CITY OF PALO ALTO AND  
AECOM TECHNICAL SERVICES, INC.**

This Amendment No. 2 (this "Amendment") to Contract No. C18171057 (the "Contract" as defined below) is entered into as of June 23, 2020, by and between the CITY OF PALO ALTO, a California chartered municipal corporation ("CITY"), and AECOM TECHNICAL SERVICES, INC., a California corporation, located at 300 Lakeside Drive, Suite 400, Oakland, California 94612 ("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 for a three-year term for the provision of providing program management, enhanced community engagement services, grade separation planning and alternatives analysis, and technical assistance on rail engineering and design, all related to CITY's Connecting Palo Alto Railroad Grade Separation Project.

B. The Parties now wish to amend the Contract in order to increase the maximum compensation by \$309,872.00.00, from \$2,484,786.00 to \$2,794,658.00, for the provision of revised and augmented Basic Services as described in Exhibit "A-2", Amendment No. 2, Supplemental Scope of Services, attached hereto and incorporated herein.

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:

- a. **Contract.** The term "Contract" shall mean Contract No. C18171057 between CONSULTANT and CITY, dated April 23, 2018, as amended by:

Amendment No.1, dated June 24, 2019

- 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 4. "NOT TO EXCEED COMPENSATION" of the Contract is hereby amended to read as follows:

"SECTION 4. NOT TO EXCEED COMPENSATION. The compensation to be paid to CONSULTANT for performance of the Services described in

Exhibit "A" as amended by Exhibits "A-1" and "A-2" (referred to collectively as Exhibit "A" or the "Basic Services"), and reimbursable expenses, shall not exceed Two Million Six Hundred Fourteen Thousand Six Hundred Fifty-Eight Dollars (\$2,614,658.00). CONSULTANT agrees to complete all Basic Services, including reimbursable expenses, within this amount. In the event Additional Services are authorized, the total compensation for Basic Services, Additional Services, and reimbursable expenses shall not exceed Two Million Seven Hundred Ninety-Four Thousand Six Hundred Fifty-Eight Dollars (\$2,794,658.00). 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 3. Exhibit "A-2" to this Amendment (attached hereto and incorporated herein) shall amend, but not replace, Exhibit "A" attached to the original Contract and Exhibit "A-1" attached to Amendment No. 1 to the Contract. References to "Exhibit A" in the Contract shall mean Exhibits "A", "A-1" and "A-2" read together. To the extent the provisions of Exhibit "A-2" directly conflict with original Exhibit "A" or Exhibit "A-1", the provisions of Exhibit "A-2" will control.

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-2" entitled "AMENDMENT NO. 2, SUPPLEMENTAL SCOPE OF SERVICES", ADDED.
- b. Exhibit "B" entitled "SCHEDULE OF PERFORMANCE", AMENDED, REPLACES PREVIOUS.
- c. Exhibit "C" entitled "COMPENSATION", AMENDED, REPLACES PREVIOUS.
- d. Exhibit "C-3" entitled "HOURLY RATE SCHEDULE", AMENDED, 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

APPROVED AS TO FORM:

City Attorney or designee

**AECOM TECHNICAL SERVICES, INC.**

By:   
Name: R. Martin Czarnecki  
Title: Authorized Signatory

By:   
Name: Etty Mercurio  
Title: Vice President

**Attachments:**

- EXHIBIT "A-2": AMENDMENT NO. 2, SUPPLEMENTAL SCOPE OF SERVICES, ADDED
- EXHIBIT "B": SCHEDULE OF PERFORMANCE, AMENDED
- EXHIBIT "C": COMPENSATION, AMENDED
- EXHIBIT "C-3": HOURLY RATE SCHEDULE, AMENDED

**EXHIBIT “A-2”**  
**AMENDMENT NO. 2**  
**SUPPLEMENTAL SCOPE OF SERVICES**

This Exhibit “A-2” Supplemental Scope of Services amends Exhibit “A” Scope of Services, as previously amended by Exhibit “A-1”, and should be read together therewith. To the extent the provisions of Exhibit “A-2” directly conflict with original Exhibit “A” or Exhibit “A-1”, the provisions of Exhibit “A-2” will control.

SCOPE OF WORK

CONSULTANT will manage the Project, which will include required technical analyses of alternatives and a community and stakeholder engagement process to identify and develop locally-preferred alternatives for modifications to the existing at-grade crossings in Palo Alto at Churchill Avenue, Meadow Drive, and Charleston Road. CONSULTANT will coordinate and manage the project in conjunction with CITY’s staff. The goal is to conduct the necessary analysis and community engagement to identify locally preferred alternatives by August 2020, so environmental analysis can begin in Fall 2020. If a locally preferred alternative is not selected by August 2020, then an additional supplemental services request may be needed.

The tasks anticipated in this supplemental scope of services with descriptions of supplemental services for each task and associated deliverables are shown below.

Task 1: Project Management

Task 4: Community Engagement

Task 6: Identify Recommended Alternatives

**Task 1. Project Management**

**Task 1.1 – Project Management and Administration**

For the additional 10 months of the Project (March 2020-December 2020), CONSULTANT will continue to provide project management for each task for the duration of the Project. Management activities will consist of administration, coordination, and quality control, as follows:

- a. Prepare a scope, budget, and updated project schedule.
- b. Continue to supervise, coordinate, and monitor activities and product development for conformance with the scope of services and CITY standards.
- c. Prepare eight (8) additional monthly invoices and progress reports.

**Task 1.2 – Performance and Quality Monitoring**

CONSULTANT will continue to use a project specific Quality Assurance Plan for technical reviews and detailed checking for work products including the work produced by CONSULTANT’s subconsultants. The CONSULTANT will continue to make sure that all work performed on the Project is checked and that all deliverables undergo a quality review before submittal to CITY.

*Vers.: Aug. 5, 2019*

**Task 1.3 – Monthly Invoicing, Progress Reports and Schedule**

CONSULTANT will prepare and update the project schedule based on the supplemental work and will submit it to CITY staff for review and approval.

**Task 1 Supplemental Deliverables:**

- a. Updated baseline project schedule
- b. Monthly update of progress against baseline schedule
- c. Eight (8) additional monthly invoices with progress report

**Task 4. Community Engagement**

**Task 4.1 New Ideas Animations and Renderings**

City Council directed that new ideas identified by the XCAP be studied further. CONSULTANT will prepare 3D renderings/photo simulations and 360-degree color 3D animated videos of approximately 5 minutes for up to three (3) new ideas/alternatives as identified in Task 6.2.

**Task 4 Supplemental Deliverables:**

- a. Presentation materials including exhibit boards and PowerPoint presentations for three (3) Town Halls.
- b. Detailed color 3D graphic renderings/photo simulations for up to three (3) new ideas.
- c. 3D animation for up to three (3) new ideas

**Task 6. Identify Recommended Alternatives**

**Task 6.1 – Traffic Engineering Churchill and Meadow/Charleston Alternatives**

CONSULTANT will analyze the traffic implications for proposed grade separation alternatives and new ideas as described below. CONSULTANT will provide its findings and recommendations to CITY in a draft traffic memorandum. CONSULTANT will respond to comments from City Staff and XCAP committee as applicable and provide a final memo report.

*Churchill Viaduct:* Under this alternative, a viaduct will be constructed via an elevated structure at the Churchill crossing and Churchill will continue to provide east-west connection for pedestrians, bicycles and vehicles. CONSULTANT will quantify the improvements in delay and level of service at the Alma/Churchill intersection with the proposed viaduct. Existing AM and PM peak hour traffic counts and future volumes for the Alma Street/Churchill Avenue intersection will be obtained from the 2018 counts and 2030 forecasts presented in the Draft Churchill Closure report. No new traffic counts will be conducted.

*Churchill Closure (New Idea - Roundabout at Alma Street and Embarcadero Road):* This new idea proposes to close Churchill Avenue at the Caltrain grade crossing. West of the Caltrain tracks, Churchill will not provide east-west connection to vehicular traffic. Pedestrian and bicycle connection across Alma Street will be provided via a tunnel under the Caltrain tracks. The Churchill closure would result in some traffic that would be diverted to Embarcadero Road that would cause significant impacts to the Alma Street/Embarcadero Road intersections that include Kingsley Avenue, Lincoln Avenue and High Street. To alleviate impacts caused by the Churchill Avenue closure, this alternative proposes a viaduct over Embarcadero Road for the Caltrain and an at-grade roundabout that would provide direct connections between Alma Street and Embarcadero Road. CONSULTANT will quantify the delay and level of service for the proposed Alma/Embarcadero roundabout using Synchro 10. Traffic operations at the roundabout

will be analyzed under existing and future conditions. Existing AM and PM peak hour traffic counts and future volumes for Alma/Lincoln, Alma/Embarcadero slip ramp, High Street/Embarcadero Road, Alma/Kingsley will be obtained from the Draft Churchill Closure report. No new traffic counts will be conducted.

*Churchill Partial Underpass (New Idea):* This alternative proposes to separate Caltrain from Churchill Avenue but preserve access to Alma street by keeping Churchill Avenue partially open via a modified underpass. It requires lowering both Churchill and Alma to allow West Churchill to pass underneath the Caltrain tracks, while keeping East Churchill at grade and closing it to through traffic from West Churchill. The most significant traffic-flow change is that no through traffic is allowed on Churchill Avenue across Alma Street. This alternative separates the bicycle and pedestrian traffic crossing Alma Street from vehicular traffic by providing a bridge over Churchill Avenue that connects to the bike trail next to Palo Alto High School. CONSULTANT will evaluate the intersection delay and level of service at the Alma/Churchill Avenue intersection with the proposed lane configuration and also evaluate the impacts of diverting the east-west through traffic from Churchill Avenue to Embarcadero Road and Oregon Expressway. Existing and future volumes at all intersections that would be affected by the proposed grade separation under this alternative will be obtained from the Draft Churchill Closure report. No new traffic counts will be conducted.

*Meadow/Charleston Viaduct:* Under this alternative, a viaduct will be constructed via an elevated structure at the Meadow and Charleston crossings and both streets will continue to provide east-west connection for pedestrians, bicycles and vehicles. CONSULTANT will quantify the improvements in delay and level of service at the Alma/Meadows Drive and Alma/Charleston Road intersections with the proposed viaduct by comparing to existing conditions. New AM (7 – 9 AM) and PM (4-6 PM) peak hour traffic counts will be conducted for the Alma /Meadows Drive and Alma/Charleston Road intersections when schools are in session. Field observations will be conducted to collect information on lane geometry, signal timings, number of trains and gate down times, vehicular queue lengths to quantify intersection delay and level of service under existing conditions without a viaduct. VISSUM software that has the capability to analyze signal-preemption will be used to analyze intersection delay and level of service.

*Meadow/Charleston Underpass (New Idea):* This alternative proposes to keep the Caltrain tracks at grade and lower Meadows Drive to go under the tracks and under Alma Road. Turning movements to and from Alma Street will be facilitated by a roundabout that would be provided to the east along Meadows Drive. CONSULTANT will conduct new AM and PM peak hour traffic counts along E. Meadows Drive at Park Boulevard, Alma Street, Emerson Street and Ramona Street intersections to quantify traffic operations under existing conditions and with the proposed underpass and roundabout.

At Charleston Road, this alternative proposes to keep the Caltrain tracks at grade and lower Charleston Road to go under the tracks. Some turning movements will be prohibited at the intersection itself but will be facilitated by a roundabout that would be provided at Mumford Place. CONSULTANT will conduct new AM and PM peak hour traffic counts along Charleston Road at Park Boulevard, Alma Street, Wright Place and Mumford Place to quantify traffic operations under existing conditions and with the proposed underpass and roundabout.

#### Task 6.2 –New Ideas Engineering and Costs

City Council directed staff to explore new ideas identified by the XCAP. There are four (4) new ideas identified:

Vers.: Aug. 5, 2019

- South Tunnel At-Grade Concept
- Embarcadero/Alma Roundabout and Viaduct
- Churchill Crossing Concept
- Charleston/Meadow Underpass Concept

CONSULTANT will review up to four (4) new ideas and prepare a technical memo evaluating at a high-level the geometry, structures, right of way requirements, groundwater/stormwater impacts, traffic/access circulation, safe routes for pedestrians and bikes, and cost effective effectiveness. Based on feedback from the XCAP, up to three (3) new ideas will be advanced for further study.

CONSULTANT will develop conceptual design for three (3) new grade separation ideas. In addition, CONSULTANT will identify design exceptions and constraints for the ideas. The effort will include developing planning-level design plan, profile, and cross-sections to develop a construction cost estimate, identify major constraints and assess key impacts against CITY's adopted design criteria.

Once engineering plan, profile and cross-sections are prepared, and submitted to CITY for initial review and comment, CONSULTANT will develop renderings and a 3D animation. This additional effort assumes four rendering views per new idea and a 3D animation as described in Task 4.

#### **Task 6 Deliverables**

- a. Exhibits (engineering at a 15%-level for conceptual plan, profile and typical section for up to 3 new ideas)
- b. Preliminary Construction Cost Estimates for new ideas (up to 3 new ideas)
- c. Draft and Final Traffic Memorandum (up to 4 new ideas)
- d. Draft and Final Technical Memorandum of New Ideas (up to 4 new ideas)

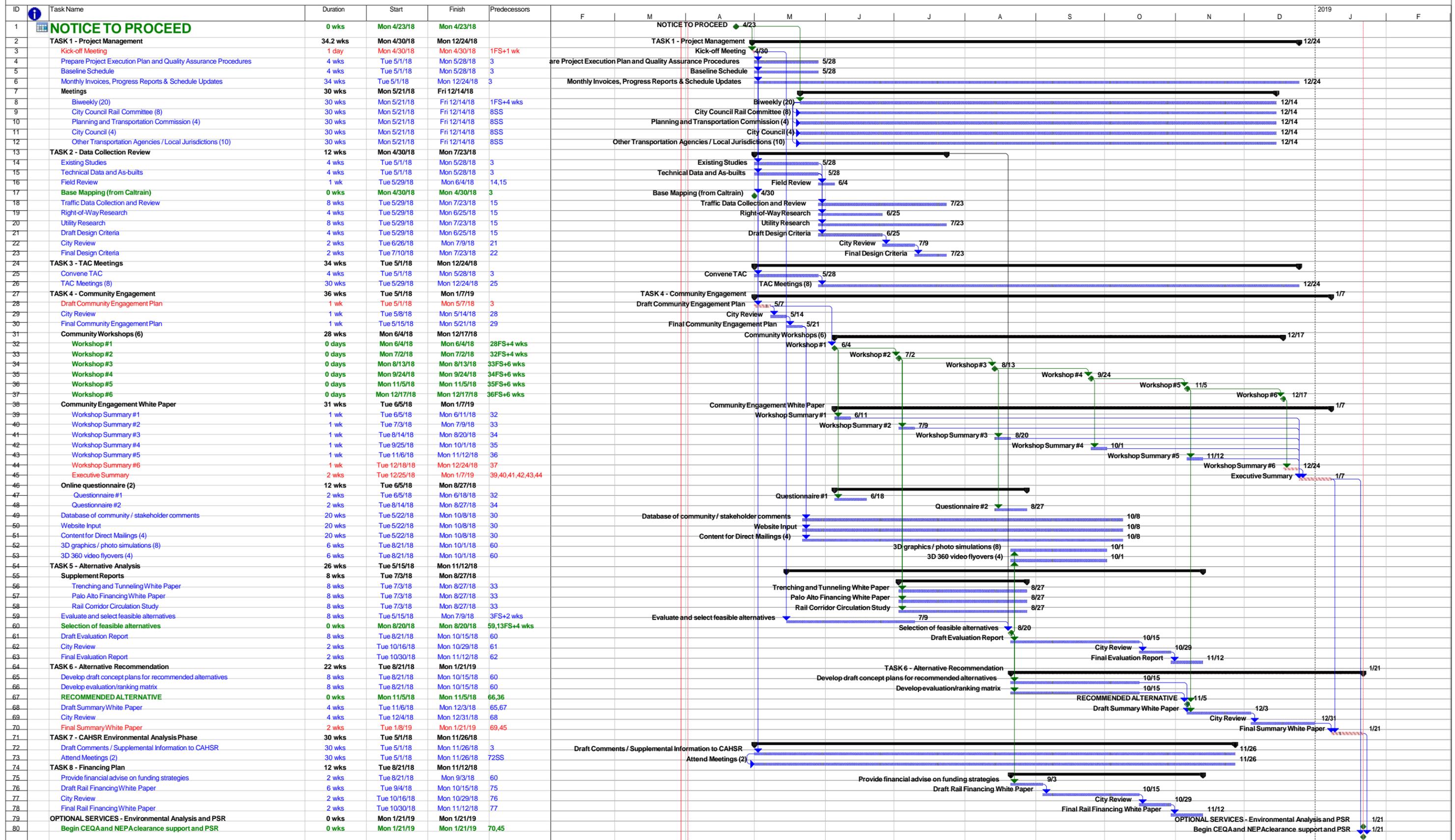
**EXHIBIT "B"**

**SCHEDULE OF PERFORMANCE**

CONSULTANT shall perform the Services so as to complete each task within the number of days/weeks specified on Attachment "B" Schedule of Performance. Attachment "B" reflects the currently anticipated schedule. CONSULTANT will regularly update the schedule in consultation with CITY's Project Manager. The time to complete each task 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.

(See following page for Schedule)

City of Palo Alto Rail Program Management Services



# City of Palo Alto Rail Program Management Services - Amendment No. 1 and 2

ID	Task Name	Duration	Start	Finish	% Complete	Predecessors	16	H2	H1								
1	NOTICE TO PROCEED - Original Contract	0 wks	Mon 4/23/18	Mon 4/23/18	100%												
2	NOTICE TO PROCEED - Amendment No. 1	0 wks	Mon 6/24/19	Mon 6/24/19	100%												
3	NOTICE TO PROCEED - Amendment No. 2 (assumed)	0 wks	Mon 4/20/20	Mon 4/20/20	0%												
4	<b>Task 1 - Project Management and Administration</b>	131.2 wks	Mon 4/23/18	Mon 10/26/20	78%												
5	Kick-off Meeting	1 day	Mon 4/23/18	Mon 4/23/18	100%	1											
6	Performance and Quality Monitoring	131 wks	Tue 4/24/18	Mon 10/26/20	78%	5											
7	Coordination Meetings - includes City Council Meetings	131 wks	Tue 4/24/18	Mon 10/26/20	78%	5											
8	Monthly Invoicing, Progress Reports and Schedule	131 wks	Tue 4/24/18	Mon 10/26/20	78%	5											
9	<b>Task 2 - Data Collection and Investigation</b>	33.8 wks	Tue 4/24/18	Fri 12/14/18	100%												
18	<b>Task 3 - Palo Alto Technical Advisory Committee (TAC)</b>	4 wks	Thu 11/15/18	Wed 12/12/18	100%												
20	<b>Task 4 - Community Engagement</b>	119.8 wks	Tue 4/24/18	Mon 8/10/20	88%												
21	Develop outreach plan	8 wks	Tue 4/24/18	Mon 6/18/18	100%	5											
22	<b>Community Meetings</b>	63 wks	Thu 8/23/18	Thu 11/7/19	100%												
23	Community Meeting #1	0 wks	Thu 8/23/18	Thu 8/23/18	100%												
24	Community Meeting #2	0 wks	Wed 11/28/18	Wed 11/28/18	100%												
25	Community Meeting #3	0 wks	Wed 3/27/19	Wed 3/27/19	100%												
26	Community Meeting #4	0 wks	Thu 11/7/19	Thu 11/7/19	100%												
27	Community Advisory Panel (CAP) Meetings (total 7)	30.2 wks	Wed 8/15/18	Wed 3/13/19	100%												
28	Extended Community Advisory Panel (XCAP) (through June 17, 2020)	52.2 wks	Wed 6/19/19	Wed 6/17/20	80%												
29	<b>Town Hall Meetings</b>	20 wks	Thu 2/20/20	Thu 7/9/20	0%												
30	Town Hall #1	0 wks	Thu 2/20/20	Thu 2/20/20	100%												
31	Town Hall #2 (Virtual)	0 wks	Thu 6/25/20	Thu 6/25/20	0%												
32	Town Hall #3 (Virtual)	0 wks	Thu 7/9/20	Thu 7/9/20	0%												
33	<b>Council Meetings</b>	17.4 wks	Thu 4/9/20	Mon 8/10/20	0%												
34	Rail work plan and contract amendment prints for Council	0 wks	Thu 4/9/20	Thu 4/9/20	0%												
35	Take rail work plan and contract amendment to City Council	0 wks	Mon 4/20/20	Mon 4/20/20	0%												
36	XCAP update to Council	0 wks	Mon 6/8/20	Mon 6/8/20	0%												
37	Council Discussion and Decision on preferred alternative	0 wks	Mon 8/10/20	Mon 8/10/20	0%												
38	<b>Task 5 - Identify Alternatives for Analysis</b>	0 wks	Tue 6/19/18	Tue 6/19/18	100%												
40	<b>Task 6 - Identify Recommended Alternatives for Analysis</b>	130.2 wks	Tue 6/19/18	Tue 12/15/20	28%												
41	Alternatives for analysis augmented by amendment no. 1	68.8 wks	Tue 6/19/18	Fri 10/11/19	40%	39											
42	Alternative Evaluation	68 wks	Tue 6/19/18	Mon 10/7/19	80%												
43	Traffic Impact Analysis	16 wks	Mon 12/17/18	Fri 4/5/19	80%	14											
44	Traffic Micro-simulation for Existing Conditions	12 wks	Mon 6/24/19	Fri 9/13/19	0%	2,24											
45	Traffic Mitigation	8 wks	Mon 6/24/19	Fri 8/16/19	0%	2,24											
46	Embarcadero/Alma Widening Concept Designs	16 wks	Mon 6/24/19	Fri 10/11/19	0%	2											
47	South Palo Alto Tunnel	16 wks	Mon 6/24/19	Fri 10/11/19	0%	2											
48	South Palo Alto Tunnel with freight at-grade separate from Caltrain tracks	16 wks	Mon 6/24/19	Fri 10/11/19	0%	2											
49	Churchill Viaduct	16 wks	Mon 6/24/19	Fri 10/11/19	0%	2											
50	<b>New Ideas from XCAP</b>	27 wks	Wed 12/11/19	Tue 6/16/20	25%												
51	Meet with Staff and XCAP Technical Group (Meadow)	23 wks	Wed 12/11/19	Tue 5/19/20	0%												
52	Meet with Staff and XCAP Technical Group (Charleston)	21 wks	Wed 12/25/19	Tue 5/19/20	0%	51SS+2 wks											
53	Layout, Typical Sections & Renderings (Meadow)	7 wks	Mon 3/30/20	Fri 5/15/20	0%												
54	Layout, Typical Sections & Renderings (Charleston)	7 wks	Mon 3/30/20	Fri 5/15/20	0%												
55	Prepare noise evaluation memo	16.8 wks	Mon 2/3/20	Thu 5/28/20	100%												
56	City Review	1 wk	Fri 5/29/20	Thu 6/4/20	95%	55											
57	Prepare presentation material for noise evaluation	0 wks	Thu 6/4/20	Thu 6/4/20	0%	56											
58	Prepare traffic memo	4.8 wks	Mon 4/13/20	Thu 5/14/20	100%												
59	Prepare animations for Churchill and Meadow/Charleston Alt	4 wks	Wed 5/20/20	Tue 6/16/20	0%	52											
60	Compile cost estimates	4 wks	Mon 5/18/20	Fri 6/12/20	0%	53,54											
61	<b>Outreach Materials</b>	23 wks	Mon 2/3/20	Fri 7/10/20	0%												
62	Outline and setup for town halls, virtual town halls and XCAP mtgs	23 wks	Mon 2/3/20	Fri 7/10/20	0%												
63	Update fact sheets, create new fact sheets for new ideas	4 wks	Mon 5/18/20	Fri 6/12/20	0%	53,54											
64	<b>Project Study Report</b>	61.4 wks	Mon 10/14/19	Tue 12/15/20	0%												
65	Alternatives for analysis augmented by amendment no. 1	12 wks	Mon 10/14/19	Fri 1/3/20	0%	42,43,44,45,46,47,48,49											
66	New Ideas from XCAP	12 wks	Wed 6/17/20	Tue 9/8/20	0%	53,54,55,56,57,58,59,60											
67	Draft PSR	0 wks	Tue 9/8/20	Tue 9/8/20	0%	66,65											
68	City Review	4 wks	Wed 9/9/20	Tue 10/6/20	0%	67											
69	Revise PSR	4 wks	Wed 10/7/20	Tue 11/3/20	0%	68											
70	Final PSR	0 wks	Tue 11/3/20	Tue 11/3/20	0%	69											
71	Publish PSR	0 wks	Tue 12/15/20	Tue 12/15/20	0%	70FS+6 wks											
72	<b>Task 7 - CAHSR</b>	8 wks	Wed 7/8/20	Tue 9/1/20	0%												
73	Assist City	8 wks	Wed 7/8/20	Tue 9/1/20	0%												
74	<b>Task 8 - Financing Plan</b>	4 wks	Wed 9/9/20	Tue 10/6/20	0%												
75	Funding Advisory Services	4 wks	Wed 9/9/20	Tue 10/6/20	0%	68SS											

**EXHIBIT “C”  
COMPENSATION**

CITY agrees to compensate 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. 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.

TASK		ORIGINAL CONTRACT NOT TO EXCEED AMOUNT	NOT TO EXCEED AMOUNT ADDED OR (SUBTRACTED) BY AMENDMENT NO 1	NOT TO EXCEED AMOUNT ADDED BY AMENDMENT NO 2
Task 1	Project Management	\$225,184.00	\$136,825	\$48,827
Task 2	Data Collection & Review	\$121,117.20	\$12,360	\$0
Task 3	Convene Technical Advisory Committee Meetings	\$51,873.60	(\$39,806)	\$0
Task 4	Community Engagement	\$285,885.60	\$470,050	\$79,626
Task 5	Identify Alternative Analysis	\$177,420.00	\$0	\$0
Task 6	Identify Recommended Alternatives	\$312,523.20	\$387,406	\$178,419
Task 7	Assist with CAHSR Environmental Analysis Phase	\$32,424.00	\$0	\$0
Task 8	Financing Plan	\$28,032.00	\$59,290	\$0
	Reimbursables and Other Direct Costs	\$44,200.00	\$0	\$3,000
	Additional Services	0	\$180,000	\$0
	<b>TOTAL CONTRACT AMOUNT</b>	<b>\$1,278,660.0</b>	<b>\$1,206,126</b>	<b>\$309,872</b>
	<b>MAXIMUM TOTAL COMPENSATION</b>		<b>\$2,794,658.00</b>	

<b>TOTAL BASIC SERVICES (AMENDMENT NO. 2)</b>	<b>\$ 306,872.00</b>
<b>TOTAL BASIC SERVICES (AMENDMENT NO. 1)</b>	<b>\$1,026,126.00</b>
<b>TOTAL BASIC SERVICES (ORIGINAL CONTRACT)</b>	<b>\$1,234,460.00</b>
<b>Reimbursable Expenses</b>	<b>\$47,200.00</b>
<b>Additional Services</b>	<b>\$180,000.00</b>
<b>Maximum Total Compensation</b>	<b>\$2,794,658.00</b>

**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 \$2,500.00 shall be approved in advance by the CITY's project manager.

**EXHIBIT C-3 HOURLY RATE SCHEDULE - AMENDMENT NO. 2**  
**Amendment 2 - Palo Alto Railroad Grade Separation Program**

Classification ==>															SUBS				ODCs	Total AECOM Hours	TOTAL \$	
	Principal in Charge	Lead Project Professional-Track/Sys	Project Manager	Lead Project Engr-Civil	Senior Project Engr-Civil	Project Professional Controls	Project Engr - Civil	Sr Project Engr-Structure	Sr Project Engr - Cost Estimating	Sr Illustrator	Sr Illustrator	Sr CADD Technician	CADD Technician	Project Assistant	Alta	Apex	Hexagon	WRECO				
2020 Hourly Billing Rate ==>	\$327.95	\$275.16	\$282.46	\$222.15	\$224.52	\$207.99	\$154.00	\$254.98	\$188.70	\$178.11	\$142.62	\$142.59	\$106.88	\$90.96	1.00	1.00	1.00	1.00	1.00			
<b>1.0 PROJECT MANAGEMENT</b>																						
1.1 Project Management and Administration	10		15			10										\$ 1,500					35	\$11,096
1.2 Performance and Quality Monitoring	30		60																		90	\$26,786
1.3 Monthly Invoicing, Progress Reports, and Schedule			10			20								32			\$1,050				62	\$10,945
Subtotal Hours	40	0	85	0	0	30	0	0	0	0	0	0	0	32							187	
Subtotal Cost	\$13,118	\$0	\$24,009	\$0	\$0	\$6,240	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,911	\$0	\$1,500	\$1,050	\$0	\$0	\$0		\$48,827
<b>4.0 COMMUNITY ENGAGEMENT</b>																						
4.1a New Idea - Churchill Partial Underpass Animations & Renderings		4	2							60	92		10								168	\$26,542
4.1b New Idea - Meadow Underpass Animations & Renderings		4	2							60	92		10								168	\$26,542
4.1c New Idea - Charleston Underpass Animations & Renderings		4	2							60	92		10								168	\$26,542
Subtotal Hours	0	12	6	0	0	0	0	0	0	180	276	0	30	0							504	
Subtotal Cost	\$0	\$3,302	\$1,695	\$0	\$0	\$0	\$0	\$0	\$0	\$32,060	\$39,363	\$0	\$3,206	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$79,626
<b>6.0 IDENTIFY RECOMMENDED ALTERNATIVES</b>																						
6.1 Traffic Engineering for Churchill and Meadow/Charleston Alternatives			12	8													\$72,000				20	\$77,167
6.2a Technical Memo for New Ideas (4)		10			18		24														52	\$10,489
6.2b New Idea - Churchill Partial Underpass Engineering & Costs	2	20		17	18		48	3	40				30							\$1,000	178	\$34,960
6.2c New Idea - Meadow Underpass Engineering & Costs	3	20		16	18		48	2	40				30							\$1,000	177	\$34,810
6.2d New Idea - Charleston Underpass Engineering & Costs	2	10		16			24	2	40				30							\$1,000	124	\$23,993
Subtotal Hours	7	60	12	57	54	0	144	7	120	0	0	90	0	0							551	
Subtotal Cost	\$2,296	\$16,510	\$3,390	\$12,662	\$12,124	\$0	\$22,176	\$1,785	\$22,644	\$0	\$0	\$12,833	\$0	\$0	\$0	\$0	\$72,000	\$0	\$3,000			\$181,419
<b>TOTAL Hrs</b>	<b>47</b>	<b>72</b>	<b>103</b>	<b>57</b>	<b>54</b>	<b>30</b>	<b>144</b>	<b>7</b>	<b>120</b>	<b>180</b>	<b>276</b>	<b>90</b>	<b>30</b>	<b>32</b>							<b>1,242</b>	
<b>TOTAL Cost</b>	<b>\$15,414</b>	<b>\$19,812</b>	<b>\$29,093</b>	<b>\$12,662</b>	<b>\$12,124</b>	<b>\$6,240</b>	<b>\$22,176</b>	<b>\$1,785</b>	<b>\$22,644</b>	<b>\$32,060</b>	<b>\$39,363</b>	<b>\$12,833</b>	<b>\$3,206</b>	<b>\$2,911</b>	<b>\$0</b>	<b>\$1,500</b>	<b>\$73,050</b>	<b>\$0</b>	<b>\$3,000</b>		<b>1,242</b>	<b>\$309,872</b>

THE LEVEL OF EFFORT IS BASED ON THE FOLLOWING ASSUMPTIONS:

- 1) Scope of work is as defined in Amendment 2 Scope of services.
- 2) Expected timeline for the project will be extended from February 2020 to December 2020 (10 months).
- 3) City Council will make a decision on a preferred alternative by August 2020.
- 4) Billing rates are per the contract and have been escalated approximately 3%. Titles of Project Manager and Support Service Manager has been escalated more than 3%.
- 5) Postage for mailings are not included and will be paid by the City.
- 6) It is assumed that readily available topographic information from the Caltrain Modernization Project will be used for base mapping, supplemented by publicly available aerial images.
- 7) Property surveys, title searches & utility potholing are not included.
- 8) A rendering costs about \$5000 each.
- 9) Polling not included in scope - City to conduct polling through another source.
- 10) Studying a new alternative plans, estimate, renderings, and animations is about \$65,000.

**AECOM/URS 2020 RATE SCHEDULE**

The services under this Agreement will be compensated in accordance with the following consultant rate schedule and adjusted annually

<b>Name/Position/Title</b>	<b>Fully-Burdened Hourly Rates**</b>
Principal Professional/Project Director	\$285 - \$478
Senior Project Manager	\$227 - \$347
Project Manager	\$206 - \$284
Lead Project Professional/Engineer	\$214 - \$381
Senior Project Professional/Engineer	\$163 - \$271
Sr. Designer/Lab, Field, or CADD Supervisor	\$142 - \$207
Sr. Technician*	\$130 - \$189
Sr. CADD Technician/Sr. Illustrator/Designer*	\$130 - \$177
Project Professional/Engineer	\$130 - \$207
Project Administrator/Controller	\$117 - \$177
Staff Professional/Engineer	\$81 - \$143
Word Processor/Project Assistant/Editor*	\$71 - \$141
Technician*	\$63 - \$154
CADD Technician/Illustrator*	\$71 - \$126
Clerk/Administrator/Intern*	\$38 - \$113

\* Overtime premium charged at cost where required by law for non-exempt employees

\*\* Bill rates are computed as actual pay rate at time of service plus current FAR multiplier plus 10% fee (raw labor + 131.94% for FY 2019 plus 10% fee = 255.13%)

\*\* Salaries are adjusted each January 1, but individual merit or promotional increases may occur at any time.

<b>Reimbursable Items to be Billed</b>	
Subcontracted Services	at cost
In-house printing (per page)	Color \$1.00, B/W \$.10, no markup
Vehicles	\$90/day, \$45/½ day, no markup
Personal vehicles (mileage)	Current IRS rate, no markup
Other miscellaneous Expenses	at cost

**APEX Billing Rate Table  
2020 Rates**

<b>Title</b>	<b>Rate</b>	<b>Markup</b>	<b>Estimated Rate for Work Plan</b>
Principal	\$291.00	0%	\$299.73
Outreach Manager	\$266.00	0%	\$273.98

**Alta Planning + Design Billing Rate Table  
2020 Rates**

<b>Title</b>	<b>Rate</b>	<b>Markup</b>	<b>Estimated Rate Used for Work Plan</b>
Senior Principal	\$349.00	0%	\$349.00
Principal	\$291.00	0%	\$291.00
Principal	\$266.00	0%	\$266.00
Principal	\$237.00	0%	\$237.00
Principal - Senior Associate	\$220.00	0%	\$220.00
Principal - Senior Associate	\$199.00	0%	\$199.00
Principal - Senior Associate	\$193.00	0%	\$193.00
Principal - Senior Associate	\$187.00	0%	\$187.00
Principal - Senior Associate	\$182.00	0%	\$182.00
Senior Associate, Associate	\$175.00	0%	\$175.00
Senior Associate, Associate	\$167.00	0%	\$167.00
Senior Associate, Associate	\$162.00	0%	\$162.00
Associate Senior	\$152.00	0%	\$152.00
Associate Senior	\$147.00	0%	\$147.00
Associate Senior	\$139.00	0%	\$139.00
Senior + Level I	\$123.00	0%	\$123.00
Senior + Level I	\$113.00	0%	\$113.00
Level I + Level II	\$105.00	0%	\$105.00
Level I + Level II	\$95.00	0%	\$95.00
Administration	\$79.00	0%	\$79.00
Intern	\$72.00	0%	\$72.00

**Hexagon Billing Rate Table****2020 Rates**

<b>Title</b>	<b>Rate</b>	<b>Markup</b>	<b>Estimated Rate Used</b>
President	\$288.00	0%	\$288.00
Principal	\$247.00	0%	\$247.00
Senior II	\$232.00	0%	\$232.00
Senior I	\$216.00	0%	\$216.00
Associate II	\$196.00	0%	\$196.00
Associate I	\$170.00	0%	\$170.00
Planner II	\$155.00	0%	\$155.00
Engineer II	\$155.00	0%	\$155.00
Planner I	\$129.00	0%	\$129.00
Engineer I	\$129.00	0%	\$129.00
Admin	\$108.00	0%	\$108.00
Graphics	\$108.00	0%	\$108.00
Senior CAD Tech	\$98.00	0%	\$98.00
Technician	\$77.00	0%	\$77.00
Intern	\$77.00	0%	\$77.00

**Merrill Morris Partners Billing Rate Table****2020 Rates**

<b>Title</b>	<b>Rate</b>	<b>Markup</b>	<b>Estimated Rate Used for Work Plan</b>
Principal Landscape Architect	\$208.00	0%	\$0.00
Sr Landscape Architect I	\$178.00	0%	\$0.00
Sr Landscape Architect Project Manager I	\$160.00	0%	\$0.00
Sr Landscape Project Manager I	\$160.00	0%	\$0.00
Landscape Architect Project Manager II	\$136.00	0%	\$0.00
Administration	\$84.00	0%	\$0.00

**WRECO Billing Rate Table**  
**2020 Rates**

Title	Rate	Markup	Estimated Rate Used for Work Plan
Supervising Engineer	\$197.00	0%	\$197.00
Senior Engineer II	\$186.00	0%	\$186.00
Senior Engineer I	\$180.00	0%	\$180.00
Associate Engineer	\$124.00	0%	\$124.00
Project Engineer	\$124.00	0%	\$124.00
Staff Engineer	\$96.00	0%	\$96.00
Staff Engineer / CADD	\$93.00	0%	\$93.00
CADD	\$85.00	0%	\$85.00
Project Controls / Sr Administrator	\$74.00	0%	\$74.00
Principal Professional	\$116.00	0%	\$116.00
Supervising Professional II	\$96.00	0%	\$96.00
Supervising Professional I	\$79.00	0%	\$79.00
Senior Professional III	\$74.00	0%	\$74.00
Senior Professional II	\$64.00	0%	\$64.00
Senior Professional I	\$54.00	0%	\$54.00
Associate Professional III	\$47.00	0%	\$47.00
Associate Professional II	\$42.00	0%	\$42.00
Associate Professional I	\$37.00	0%	\$37.00
Staff Professional III	\$37.00	0%	\$37.00
Staff Professional II	\$32.00	0%	\$32.00
Staff Professional I	\$27.00	0%	\$27.00
Senior Technician III	\$54.00	0%	\$54.00
Senior Technician II	\$42.00	0%	\$42.00
Senior Technician I	\$37.00	0%	\$37.00
Technician III	\$32.00	0%	\$32.00
Technician II	\$27.00	0%	\$27.00
Technician I	\$22.00	0%	\$22.00
Sr Clerical / Tech Editor III	\$47.00	0%	\$47.00
Sr Clerical / Tech Editor II	\$42.00	0%	\$42.00
Sr Clerical / Tech Editor I	\$37.00	0%	\$37.00
Clerical / Tech Editor III	\$32.00	0%	\$32.00
Clerical / Tech Editor II	\$27.00	0%	\$27.00
Clerical / Tech Editor I	\$22.00	0%	\$22.00

### Certificate Of Completion

Envelope Id: 04A0CA4758664D20BB6B97A17391FF7E	Status: Completed
Subject: Please DocuSign: Amendment #2 C18171057 AECOM - Legal reviewed.pdf	
Source Envelope:	
Document Pages: 18	Signatures: 2
Certificate Pages: 2	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Disabled	Terry Loo
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	250 Hamilton Ave
	Palo Alto , CA 94301
	Terry.Loo@CityofPaloAlto.org
	IP Address: 199.33.32.254

### Record Tracking

Status: Original	Holder: Terry Loo	Location: DocuSign
6/9/2020 1:33:40 PM	Terry.Loo@CityofPaloAlto.org	
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: City of Palo Alto	Location: DocuSign

### Signer Events

R. Martin Czarnecki  
 marty.czarnecki@aecom.com  
 Authorized Signatory  
 Security Level: Email, Account Authentication (None)

### Signature

DocuSigned by:  
  
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 Signature Adoption: Pre-selected Style  
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 Signed: 6/9/2020 1:52:49 PM

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Etty Mercurio  
 etty.mercurio@aecom.com  
 Security Level: Email, Account Authentication (None)

DocuSigned by:  
  
 05B8B704953A430...  
 Signature Adoption: Pre-selected Style  
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In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp

Ripon Bhatia  
 Ripon.Bhatia@CityofPaloAlto.org  
 City of Palo Alto  
 Security Level: Email, Account Authentication (None)

COPIED

Sent: 6/9/2020 2:04:45 PM

**Electronic Record and Signature Disclosure:**  
 Not Offered via DocuSign

Carbon Copy Events	Status	Timestamp
Shahla Yazdy Shahla.Yazdy@CityofPaloAlto.org Security Level: Email, Account Authentication (None)	COPIED	Sent: 6/9/2020 2:04:46 PM
<b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign		

Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Envelope Sent	Hashed/Encrypted	6/9/2020 2:04:46 PM
Certified Delivered	Security Checked	6/9/2020 2:04:46 PM
Signing Complete	Security Checked	6/9/2020 2:04:46 PM
Completed	Security Checked	6/9/2020 2:04:46 PM

Payment Events	Status	Timestamps
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