



# City of Palo Alto

## City Council Staff Report

(ID # 11337)

---

**Report Type: Consent Calendar**

**Meeting Date: 6/22/2020**

**Summary Title: PDS Contract Amendment with ID360 (Green Building Services)**

**Title: Approval of Amendment Number 1 to Contract Number C19175498 With Integrated Design 360 for Development and Support of Sustainability Implementation Plan, Green Building Program, Deconstruction and Source Separation Program, Dewatering Monitoring Program, and Utilities On-Call Services for a Term Extension of One Year and Increasing Compensation for Ongoing and Approved Work With by \$354,230 for a Total Not-to-Exceed Amount of \$930,230**

**From: City Manager**

**Lead Department: Planning and Development Services**

### **Recommendation**

Staff recommends that the City Council authorize the City Manager or designee to approve Amendment No. 1 in the amount of \$354,230 to Contract C19175498 with Integrated Design 360 (ID360) for professional services within Planning and Development Services, Utilities, and Public Works departments focusing on programs related to the City's overall efforts such as Deconstruction, Dewatering, Enhanced Green Building and Energy Code requirements as they relate to the City's Sustainability Implementation Plan and Utilities Strategic Plan including calculating energy savings, developing rebates and incentives through June 30, 2021 for a Total Not-to-Exceed Amount of \$930,230.

### **Background**

The City has contracted with ID360 since September 2014 to develop programs such as creating the City's local ordinances to the California Green Building and Energy Reach Codes, providing technical assistance for the Green Building Program, and acting as technical advisor on sustainability policies. This contract has supported the implementation of new programs such as Deconstruction, PCB Abatement, and Dewatering Monitoring and continues to provide Development Services and Utilities with on-call services for activities related to the Sustainability Implementation Plan and Utilities Strategic Plan.

## **Discussion**

In June 2019, Council approved a one-year contract with ID360 in the amount of \$576,000 to maintain continuity of Green Building, Energy Reach, Dewatering, Deconstruction, and sustainability support with the departments' expressed intent to release a Request for Proposals (RFP) during FY2020 to continue these programs. In January 2020, the Planning and Development Services Department issued an RFP for on-call Development Services consulting services, including this scope. Although ID360 submitted a proposal, it did not meet the submission deadline. In keeping with the City's procurement procedures, the submission was considered non-responsive; therefore, it was excluded from the RFP process. After evaluating all qualifying proposals, the evaluation team determined that no bidding firm could provide the quality or level of services that is necessary to support these programs. To provide continuation of services until the departments are able to release a new RFP, staff is requesting Council approval to amend the existing contract for another year. The departments plan to release RFPs specifically for these services during FY2021 to seek the best firm to provide future services.

Given ID360's history with the City, the firm has unique insight into the various program policies, procedures, codes, and operations as well as the perspectives of our community. The firm is well positioned to continue to develop and support these programs and initiatives over this next year. Due to the seasonal nature of construction, projects are underway. This firm is currently providing customer service to residents, applicants and contractors about enhanced Green Building and Energy Reach Code ordinances; implementing outreach of the deconstruction and dewatering ordinances; and supporting PCB abatement and stormwater compliance requirements. Disruption to these services could cause economic loss by creating project delays and increase non-compliance incidents at project sites. It would also increase staffing cost in overtime to manage the implementation of these programs, providing community outreach and enforcement of these programs. In addition, Development Services and Utilities efforts are currently underway on expanding the Energy Reach Code to establish electrification requirements for new Accessory Dwelling Units (ADUs) and new commercial construction; delays in this contract would impact the professional resources in developing this new ordinance.

Due to current budget constraints, staff thoughtfully evaluated the contract service level needs and worked with the consultant to reduce costs. As an outcome, staff is recommending to greatly reduce amount of annual support currently provided by this consultant. This amendment will increase the current \$576,000 contract by \$354,230 and extend services for an additional year. Furthermore, staff has renegotiated rates and Integrated Design 360 has proposed a 10% reduction in their FY2021 rates.

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 itself facing an even more challenging budget situation, and it is determined that 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 temporarily suspended by written notice of the City Manager.

**Resource Impact, Policy Implications**

Funding for this contract is included in the Fiscal Year 2021 Operating Budget, subject to City Council approval; \$254,230 in Development Services (General Fund), \$85,000 in Public Works (\$75,000 Refuse Fund and \$10,000 Stormwater Management Fund), and \$15,000 in Utilities (Electric and Electric Supply Funds). The use of contract services is contingent on the availability of funding in the respective department's approved budget. A cost per task per department per fiscal year is outlined in Exhibit C-1 of the attached contract.

**Attachments:**

- Attachment A: Amendment No. 1 to Contract No. C19175498 with ID360 LLC

**AMENDMENT NO. 1 TO CONTRACT NO. C19175498  
BETWEEN THE CITY OF PALO ALTO AND  
INTEGRATED DESIGN 360, LLC.**

This Amendment No. 1 (this "Amendment") to Contract No. C19175498 (the "Contract" as defined below) is entered into as of June 22, 2020, by and between the CITY OF PALO ALTO, a California chartered municipal corporation ("CITY"), and INTEGRATED DESIGN 360, LLC., a California limited liability company, located at 727 Industrial Road, Suite 128, San Carlos, CA 94070 ("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 services that assist with the City's overall sustainability efforts, as detailed therein.

B. The Parties now wish to amend the Contract in order to extend the term and increase compensation by \$354,230.00 from \$576,000.00 to \$930,230.00 and provide additional scope of services as specified in this Amendment.

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. C19175498 between CONSULTANT and CITY, dated June 10, 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 2. "TERM" of the Contract is hereby amended to read as follows:

**"SECTION 2. TERM.**

The term of this Agreement shall be from the date of its full execution through June 30, 2021 unless terminated earlier pursuant to Section 19 of this Agreement."

**SECTION 3.** Section 4. "NOT TO EXCEED COMPENSION" 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” (“Basic Services”), and reimbursable expenses, shall not exceed Nine Hundred Thirty Thousand Two Hundred Thirty Dollars (\$930,230.00). CONSULTANT agrees to complete all Basic Services, including reimbursable expenses, within this amount. 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, REPLACES PREVIOUS.
- b. Exhibit “B” entitled “SCHEDULE OF PERFORMANCE”, AMENDED, REPLACES PREVIOUS.
- c. Exhibit “C” entitled “COMPENSATION”, AMENDED, REPLACES PREVIOUS.
- d. Exhibit “C-1” entitled “SCHEDULE OF RATES”, 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**

**INTEGRATED DESIGN 360, LLC.**

City Manager

DocuSigned by:  
By: *melanie jacobson*  
Name: melanie jacobson  
Title: Principal

APPROVED AS TO FORM:

City Attorney or designee

**Attachments:**

- EXHIBIT "A": SCOPE OF SERVICES, AMENDED, REPLACED PREVIOUS
- EXHIBIT "B": SCHEDULE OF PERFORMANCE, AMENDED, REPLACED PREVIOUS
- EXHIBIT "C": COMPENSATION, AMENDED, REPLACED PREVIOUS
- EXHIBIT "C-1": SCHEDULE OF RATES, AMENDED, REPLACED PREVIOUS

## **EXHIBIT “A” SCOPE OF SERVICES**

CONSULTANT shall provide professional services for CITY’s Development Services, Utilities, and Public Works departments focusing on programs related to the CITY’s overall sustainability efforts. Programs include but not limited to Green Building, De-Watering, Deconstruction and Source Separation, Energy Savings, Electrification, Rebates and Incentives, and Commissioning. The CONSULTANT shall manage these programs within the policy framework set forth by the CITY and act with independent judgement to ensure deliverables are met in accordance to the terms of this exhibit.

### **Development Services Department Tasks:**

- Task 1 - Green Building Program Management, Customer Services, and Implementation Assistance
- Task 2 - Metrics Management and Reporting
- Task 3 - Green Building Training (Optional)
- Task 4 - Policy Review and Creation
- Task 5 - Sustainability Implementation Plan Support to Development Services (Optional)
- Task 6 - Commercial Green Building Special Inspector Program Design & Implementation (Optional)

### **Public Works Department Tasks:**

- Task 7 - Deconstruction and Source Separation Program Development
- Task 8 - Deconstruction and Source Separation Program Implementation
- Task 9 - Dewatering Monitoring Program Development & Implementation
- Task 10 - PCBs Program Development, Education & Outreach Implementation
- Task 11 - Stormwater Program Design, Education & Outreach Implementation

### **Utilities Department Tasks:**

- Task 12- On-Call Support Services

### **Development Services Department Tasks**

#### **Task 1 –Green Building Program Management and Implementation**

Provide program implementation for the existing green and energy reach building program and applicable municipal code. Examples of these tasks may include the items listed below:

- Green Building Technical Assistance - Provide green building technical coordination assistance to staff and project applicants. Consultant may specify hours during which technical assistance is available by phone and email.
- Technical assistance focuses on the CITY’s Green Building and Energy Reach Program and applicable municipal code, local green building and energy policies, compliance processes, forms, handouts, and green building requirements associated with planning, plan check, inspection, and green building special inspection. Focus subject areas include the statewide California Green Building Code, the California Energy Code, and reference standards within the associated municipal codes.
- Program Efficiency Improvement – Provide suggestions to senior staff for process improvements related to Accela permitting software and green building approvals for planning, plan check, and inspection staff.
- Program Development, Goals, Updates, Implementation – Adjust technical assistance and outreach content based on state and local changes to codes, policies, staff processes, and senior management

goals.

- Perform quality control reviews of existing processes and suggest best practices for tasks identified at various stages of the development process within the Planning and Building Departments, including:
- Planner Quality Control – Perform an annual update to the standard Green Building Conditions of Approval template documents.
- Project Coordinator Quality Control – Provide an annual quality control review of technical challenges related to the Green Building and Energy Reach code impacting the Project Coordinator staff at the front counter.
- Plan Checker Quality Control – Perform a monthly quality control review of three percent of permit applications that trigger the green building and energy reach code requirements in the local municipal code.
- Inspector Quality Control – Provide recommended updates to the Green Building Inspection Checklist on an annual basis. Remain on-call for technical analysis to review progress and challenges related to green building inspection.
- Develop Green Building Program Process Guides: Develop clearly defined paths that are user friendly that guide the applicant through the process from start to finish. These paths will be readily accessible either through access to CITY's Green Building web page and/or handouts that are available for distribution from CITY's Development Center. Develop content for tutorial-based videos explaining the Green Building process including, requirements, forms, timelines, inspections, etc. Provide voice recording of training material. Video production will be performed by a separate City vendor.
- Implement the Residential Special Inspector Program for the green building regulations. Execute written strategies and program implementation documents. Execute a campaign to support community success of the policy implementation. Program implementation shall include executing a campaign to provide technical interpretations, organize an annual special inspector meeting, customer service support for inspector implementation, and biannual progress reports and associated metrics.

#### Task 2 - Metrics Management and Reporting

Provide detailed quantitative analysis that measure how effective the CITY's Green Building and Energy Reach program and applicable municipal code is per the following:

- Building Performance Database - Data entry and management for statistics and annual report. Compile Green Building and Energy Reach metrics from a limited number of building permit applications.
- Performance Report - Compile standard report for fiscal year data for Green Building and Energy Reach for annual Performance and SEA Report.

#### Task 3 - Green Building Training (Optional)

Perform one public trainings per year on the Green Building and Energy Reach Program and compliance requirements to be made available to the community and staff. Perform two staff trainings per year on the Green Building and Energy Reach Program and enforcement requirements. Perform an annual two-hour training for Green Building Special Inspectors on local green building and energy reach requirements and enforcement procedures.

#### Task 4 - Policy Review and Creation

Collaborate with stakeholder groups in the review of existing and creation of new green building and energy reach policies and guidelines that forward the city's vision to be a leader in sustainable development on an on-call basis. CONSULTANT is expected to draw on best in class examples and latest advances in technology to promote this

agenda. CONSULTANT shall use exceptional writing and communication skills to craft and articulate these policies and guidelines. Provide project management to develop the technical criteria for the local Green Building Ordinance and local Energy Reach Code ordinance for the 2019 Building Code.

**Task 5 - Sustainability Implementation Plan Support (Optional)**

Support staff in completing task items on the Sustainability Implementation Plan (SIP) in the areas of “Energy”, “Water”, and “EV” on an on-call basis. Provide support to staff in completing specific tasks on the Sustainability Implementation Plan. Provide coordination and technical support to help staff plan for future endeavors regarding the Sustainability Implementation Plan “Key Actions”. The “Key Actions” assigned to Development Services within the “Sustainability Implementation Plan” not already addressed in this contract are as follows:

Energy:	<ul style="list-style-type: none"> <li>• “Encourage voluntary electrification (and mandates) of natural gas appliances”: Feasibility assessment of mandating readiness features building infrastructure.</li> <li>• “ZNE Roadmap: Develop programs for implementation beyond 2020”</li> <li>• “Develop building benchmarking requirements”</li> </ul>
Electric Vehicles:	<ul style="list-style-type: none"> <li>• “Evaluate incentives, outreach, policies, and financing options to stimulate charging infrastructure and EV ownership/use”: Update policies and guidelines for existing homeowners to promote and expedite EVSE installations in existing buildings as part of routine maintenance.</li> <li>• “Consider requiring EV Readiness and charger installation in existing buildings”: Work with internal and external stakeholders to revise building code language to support future proofing existing buildings for EV.</li> <li>• “Develop a plan for expanding EV charging infrastructure in the public right-of-way and on publicly-owned property”: Review policies and develop a work plan.</li> <li>• “Build public awareness of EV options through communications, outreach, and ride-and-drive events”: Support two annual EV ride-and-drive events, co-sponsored by Utilities and Development Services.</li> </ul>
Water:	<ul style="list-style-type: none"> <li>• “Develop programs and ordinances to facilitate the use of non-traditional, non-potable water sources (e.g. graywater, storm water, black water, etc.”: Develop a list of potential ordinances and regulatory barriers to expand systems for black water systems.</li> <li>• “Develop a Green Storm Water Infrastructure Plan to better capture and infiltrate storm water back into the hydrologic cycle”</li> </ul>

**Task 6 – Commercial Special Inspector Program Development and Implementation (Optional)**

Implement the Commercial Special Inspector Program for the green building regulations. Execute written strategies and program implementation documents. Execute a campaign to support community success of the policy implementation. Program implementation shall include executing a campaign to provide technical interpretations, organize an annual special inspector meeting, customer service support for inspector implementation, and biannual progress reports and associated metrics.

**Public Works Department Tasks**

**Task 7- Deconstruction & Source Separation Program Support**

Develop and adopt increased rigor of the local deconstruction and source separation regulation. Perform technical policy research, develop written strategies, attend coordination meetings, and develop a program phasing schedule for policy implementation. Develop education and outreach material and execute a campaign to support community success of the policy implementation.

#### Task 8 - Deconstruction & Source Separation Program Implementation

Implement the new Deconstruction & Source Separation program in accordance with adopted local Deconstruction & Source Separation regulations. Program implementation shall include, at a minimum: inspections by ICC CALGreen Certified Inspectors; education and outreach material provided to contractors during site visits; and biannual progress reports and associated metrics. Provide Education & Outreach services to project applicants.

#### Task 9 - Dewatering Monitoring Program Development

Create and refine processes and organizational systems for construction site monitoring of local dewatering laws. Visit a limited number of construction sites with an active building permit and monitor dewatering activity as necessary to develop recommendations. Provide Education & Outreach services to project applicants.

#### Task 10 - PCBs Program Development, Education & Outreach Implementation

This task has been completed during FY2020.

#### Task 11 - Stormwater Compliance Program Development & Implementation

Create and refine processes and organizational systems for compliance with the local stormwater laws. Provide Education & Outreach services to project applicants.

### **Utilities Department Tasks**

#### Task 12 - On-Call Support Services

Provide on-call technical support and coordination tasks related the Sustainability Implementation Plan (SIP) and the Utilities Strategic Plan. These tasks may be related to the following subject areas: energy efficiency savings associated with permitted projects; electrification related support tasks related to electric vehicle chargers permits, checklists, rebates, and incentives; and development of preliminary criteria for an Enhanced Building Commissioning Program. On call support and coordination shall be limited term, project-based services specified in a professional services task order (Exhibit D).

**EXHIBIT “B”  
SCHEDULE OF PERFORMANCE**

CONSULTANT shall perform the Services so as to complete each task as specified below. The time to complete each milestone may be increased or decreased by mutual written agreement of CONSULTANT and CITY so long as all work is completed within the term of the Agreement.

**Development Services Department Tasks:**

Task 1	Green Building Program Management, Customer Services, and Implementation Assistance	Ongoing
Task 2	Metric Management and Reporting	Report Due Dates
Task 3	Green Building Training (Optional)	December 31, 2020, June 30, 2021
Task 4	Policy Review and Creation	Ongoing
Task 5	Sustainability Implementation Plan Support (Optional)	TBD
Task 6	Commercial Special Inspector Program Development and Implementation	Ongoing

**Public Work Department Tasks:**

Task 7	Deconstruction & Source Separation Program Development Support	Ongoing
Task 8	Deconstruction & Source Separation Program Implementation	Ongoing
Task 9	Dewatering Monitoring Program Development & Implementation	Ongoing
Task 10	PCBs Program Development, Education & Outreach Implementation	Completed
Task 11	Stormwater Compliance Program Design & Implementation	Ongoing

**Utilities Department Tasks:**

Task 12	On-Call Support Services (Optional)	TBD
---------	-------------------------------------	-----

**EXHIBIT “C”  
COMPENSATION**

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 below.

<b>Development Services Tasks</b>	<b>Original contract</b>	<b>Amendment No. 1</b>
Task 1- Customer Services, Program Management & Implementation	\$148,000	\$118,400
Task 2 – Metrics Management and Reporting	\$ 38,300	\$ 12,830
Task 3 – Green Building/On-going Training	\$ 16,500	\$ 11,000
Task 4 – Policy Review and Creation	\$ 20,600	\$ 10,000
Task 5 – Sustainability Implementation Plan Support to Development Services	\$ 60,600	\$ 10,000
Task 6 – Commercial Green Building Special Inspector Program Design & Implementations	\$ 43,100	\$ 21,500
Task 7 – Deconstruction and Source Separation Program Development	\$ 52,200	\$ 35,000
Task 8 – Deconstruction and Source Separation Program Implementation	\$ 66,200	\$ 40,000
Task 9 – Dewatering Monitoring Program Development & Implementation	\$ 70,500	\$ 70,500
Task 10 – PCBs Program Development, Education & Outreach Implementation	\$ 20,000	\$ 0
Task 11 – Stormwater Program Design, Education & Outreach Implementation	\$ 10,000	\$ 10,000
Task 12 – On-Call Support Services	\$ 30,000	\$ 15,000
TOTAL AMOUNT	\$576,000	\$354,230
<b>MAXIMUM TOTAL COMPENSATION</b>	<b>\$930,230.00</b>	

Total Basic Services (Amendment No. 1)	\$354,230.00
Total Basic Services (Original Contract)	\$576,000.00
Reimbursable Expenses	\$0.00 (None)
<b>Maximum Total Compensation</b>	<b>\$930,230.00</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: **None**

All requests for payment of expenses shall be accompanied by appropriate backup information. Any expense shall be approved in advance by the CITY's project manager.

## **ADDITIONAL SERVICES**

The CONSULTANT shall provide additional services 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 description of the scope of services, schedule, level of effort, and CONSULTANT's proposed maximum compensation, including reimbursable expense, 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 the services. Payment for additional services is subject to all requirements and restrictions in this Agreement.

**EXHIBIT “C-1”  
SCHEDULE OF RATES**

<b>Labor Category</b>	<b>FY2021</b>
Principal	\$199.50
Senior Program Manager	\$163.00
Program Manager	\$139.50
Project Manager II	\$126.50
Project Manager I	\$103.50
On-Site Technician	\$88.00

## Certificate Of Completion

Envelope Id: E4E207A324FE48C7AA8B3C2DE5CB3632	Status: Completed
Subject: Please DocuSign: Amendment #1 C19175498 ID360 - legal reviewed.pdf	
Source Envelope:	
Document Pages: 11	Signatures: 1
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
6/5/2020 1:50:54 PM	Terry.Loo@CityofPaloAlto.org	
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: City of Palo Alto	Location: DocuSign

## Signer Events

melanie jacobson  
 melanie@integrateddesign360.com  
 Principal  
 melanie jacobson  
 Security Level: Email, Account Authentication (None)

## Signature

DocuSigned by:  
  
 ED1B90F59EE0455...  
 Signature Adoption: Pre-selected Style  
 Using IP Address: 73.252.167.158

## Timestamp

Sent: 6/5/2020 1:52:35 PM  
 Viewed: 6/5/2020 1:59:59 PM  
 Signed: 6/5/2020 2:10:36 PM

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

## 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

Sarah McRee  
 Sarah.McRee@CityofPaloAlto.org  
 Senior Management Analyst  
 City of Palo Alto  
 Security Level: Email, Account Authentication (None)

**COPIED**

Sent: 6/5/2020 2:10:38 PM

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

Sherry Nikzat  
 sherry.nikzat@cityofpaloalto.org  
 Sr. Management Analyst  
 City of Palo Alto  
 Security Level: Email, Account Authentication (None)

**COPIED**

Sent: 6/5/2020 2:10:39 PM

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

<b>Witness Events</b>	<b>Signature</b>	<b>Timestamp</b>
-----------------------	------------------	------------------

<b>Notary Events</b>	<b>Signature</b>	<b>Timestamp</b>
----------------------	------------------	------------------

<b>Envelope Summary Events</b>	<b>Status</b>	<b>Timestamps</b>
--------------------------------	---------------	-------------------

Envelope Sent	Hashed/Encrypted	6/5/2020 2:10:39 PM
Certified Delivered	Security Checked	6/5/2020 2:10:39 PM
Signing Complete	Security Checked	6/5/2020 2:10:39 PM
Completed	Security Checked	6/5/2020 2:10:39 PM

<b>Payment Events</b>	<b>Status</b>	<b>Timestamps</b>
-----------------------	---------------	-------------------