

## AMENDMENT NO. 6 TO AGREEMENT NO. C2016 024

Development Engineering Division On-Call Engineering Services

City Budget Code: 49013-53201

This Amendment No. 6 ("Amendment") to City Agreement No. C2016 024, entitled Development Engineering Division On-Call Engineering Services ("Agreement"), by and between the City of Napa, a California charter city ("City"), and COASTLAND CIVIL ENGINEERING, INC., a California Corporation ("Consultant"), is effective on the Effective Date identified on the signature page.

### RECITALS

A. City and Consultant entered into the Agreement, effective February 22, 2016, for an amount not to exceed \$75,000, pursuant to which Consultant agreed to perform certain services described in the Agreement ("Services"), generally including professional engineering on-call services to perform private development review and engineering plan check services in support of the Development Engineering Division of the Public Works Department.

B. City and Consultant previously entered into Amendment No. 1 for an additional \$50,000, Amendment No. 2 for \$95,000, Amendment No. 3 for a term extension, Amendment No. 4 for \$120,000 and Amendment No. 5 for \$120,000 to the Agreement, effective January 3, 2019.

C. City has determined that additional Services ("Additional Services") are required to continue, modify, or expand the Services performed under the Agreement, as set forth in the *Scope of Work*, attached hereto as Exhibit "A" and incorporated herein by reference.

NOW, THEREFORE, the City and the Consultant, for the mutual consideration described herein, agree as follows:

1. INCORPORATION BY REFERENCE. Unless otherwise specified, all subsequent references to the Agreement are deemed to mean the original Agreement as modified by any amendments preceding this Amendment, if any. This Amendment incorporates the Agreement by reference, except and only to the extent that any terms or conditions of the Agreement are specifically modified by this Amendment. All terms and conditions in the Agreement that are not specifically modified by this Amendment remain in full force and effect.

2. SCOPE OF ADDITIONAL SERVICES. Consultant will perform the Additional Services described in Exhibit "A" in accordance with the terms and conditions of this Amendment.

3. PAYMENT. City will compensate Consultant for satisfactory performance of the Additional Services, at the rates set forth in the Schedule of Hourly Rates attached hereto as Exhibit "B" and incorporated herein by reference, in an amount not to exceed \$160,000. The cumulative total compensation payable to the Consultant will not exceed \$620,000 without prior written authorization from the City (based on \$460,000 for the original Agreement and any prior amendments thereto, plus \$160,000 for this Amendment).

4. TERM. Paragraph 4 of the Agreement is hereby deleted in its entirety and replaced with the following:

The term of this Agreement shall conclude June 30, 2022, unless terminated earlier as provided herein; except that the obligations of the parties under Paragraph 12 (Indemnification) and Paragraph 13 (Insurance) shall continue in full force and effect after said expiration date or early termination in relation to acts or omissions occurring prior to such dates during the term of this Agreement, and the obligations of Consultant to City shall also continue after said expiration date or early termination in relation to the obligation prescribed by Paragraph 10 (Records of Performance), Paragraph 21 (Taxes), and Paragraph 26 (Confidentiality).

5. ENTIRE AGREEMENT. The Agreement, as modified by this Amendment, constitutes the entire integrated understanding between the parties concerning the Additional Services. This Amendment supersedes all prior negotiations, agreements and understandings regarding the Additional Services, whether written or oral. The documents incorporated by reference into this Amendment are complementary; what is called for in one is binding as if called for in all, except and only to the extent otherwise specified. If any provision in an exhibit to this Amendment conflicts with or is inconsistent with a provision in the body of this Amendment, the provisions in the body of this Amendment will control over any such conflicting or inconsistent provisions.

6. SIGNATURES. The individuals executing this Amendment represent and warrant that they have the right, power, legal capacity, and authority to enter into and to execute this Amendment on behalf of the respective legal entities of Consultant and City. This Amendment shall inure to the benefit of and be binding upon the parties hereto and their respective successors and authorized assigns.

IN WITNESS WHEREOF, the Parties have executed this Amendment to be effective on the Effective Date set forth below.

**CITY:**  
**CITY OF NAPA, a California charter city**

**CONSULTANT:**  
**Coastland Civil Engineering, Inc.**  
a California corporation

By: \_\_\_\_\_  
Julie B. Lucido, Public Works Director

By: \_\_\_\_\_  
Paul W. Wade, CFO

**ATTEST:**

By: \_\_\_\_\_  
John Wanger, CEO

\_\_\_\_\_  
Tiffany Carranza, City Clerk

Date: \_\_\_\_\_  
("Effective Date")

**COUNTERSIGNED:**

\_\_\_\_\_  
Joy Riesenberg, City Auditor

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Michael W. Barrett, City Attorney

EXHIBIT "A"  
SCOPE OF WORK

1. Review and/or Issue Permits

- *Discretionary development applications, such as General Plan Amendments, Zone Changes, Specific Plan, Development Agreements, Subdivisions, Conditional Use Permits, Design Permits, Sign Programs*

We will work with applicants and City staff during the development application process including, but not limited to, attendance at pre-application meetings to review proposed developments and to provide comments on behalf of the City Engineering Division to the applicant with respect to their proposed project. As the process progresses, we will meet with City staff to discuss the project and any concerns that the other divisions may have, provide written conditions of approval and assist in processing the applications (including drafting of needed staff reports, attendance at Planning Commission and/or City Council meetings).

With respect to review of preliminary or final plans associated with developments, our approach includes responding to all questions regarding proposed developments in a timely and professional manner and working with other divisions (both circulating plans for review and coordinating comments into one overall comment letter) to identify the appropriateness and requirements for that particular development. We will outline any constraints and outline the City's requirements to guide the developers/applicants through the process in the most efficient manner. This becomes particularly critical with owner/builders. In our experience with other cities, we have found that there is a greater amount of attention required for first time developers and/or homeowners that have never been through the process before. In these cases, we do our best to outline the overall process and expected timeframes to the individual to ensure that they are well aware of the requirements and the time it will take to process their project. We have found that spending the extra time with first-time developers or homeowners at the outset helps with controlling impatience and misunderstandings throughout the process, and helps them know what they can expect.

With experienced developers, our approach is to work with both the developer and their engineer to outline any constraints or concerns early in the development process. We will do our best as a member of the City's team to resolve any issues prior to bringing the matter to the Planning Commission or the City Council. Similar to the first time developers, we believe that outlining any issues or expectations early on in the process and thoroughly explaining why we have taken a certain approach tends to minimize disagreements throughout the process. We strive to make the final conditions of approval from the engineer clear and concise. This minimizes confusion and gives clear guidance to the applicants and engineers working on the project.

- *Grading Permits*

If the project involves grading activities, we will assist in the preparation of necessary grading permits. This process will involve checking improvement plans to ensure they are in accordance with City and Building Code standards, conditioning the permit (if applicable), determining the fees associated with the development, assisting the developer in completing the application and processing the application through the City (if necessary, routing the permit application to other divisions for review and/or conditioning). Once construction begins,

we will also coordinate with the inspector to ensure they know the intent of the project, any conditions on the permit, timeframes for expiration of the permit and any other pertinent information needed.

- *Encroachment Permits for Discretionary Development Projects*

We will assist in processing encroachment permits for development projects. This will involve checking improvement plans to ensure they are in accordance with City Standards, conditioning the permit (if applicable), reviewing requirements of the permit with the contractor and/or developer, checking that the proper insurance and application forms have been submitted and checking if bonding for improvements is required (and if so, submitted). Once construction begins, we will also coordinate with the inspector to ensure they know the intent of the project, any conditions on the permit, timeframes for expiration of the permit and any other pertinent information needed.

- *Lot Line Adjustments*

In accordance with City standards, as well as Subdivision Map Act requirements, we will assist in processing lot line adjustments through the City. This will include review of the application with other departments within the City to ensure requirements (such as setbacks, etc.) are being met and to plan check submittals (e.g. review of title report and legal descriptions) to ensure they are technically correct. Once completed to the City's satisfaction, we will finalize (sign) the necessary documents for recordation by the applicant.

- *Building Permit review*

We will coordinate with the Building Division to review plans submitted through that division that may involve civil site improvements (grading, drainage, paving, etc.). The plan check process will be in accordance with the City's Customer Service Standards and will continue until all plan check comments are addressed. All comments will be provided to the Building Division for inclusion in overall comments to the applicant. Additionally, if conditions need to be included on the building permit relating to engineering issues, we will provide the building division with written conditions.

- *Improvement Plan review*

With respect to development review, we have a keen sense that "time is money" to both the City and the development community. Quick and accurate review of any plans that are routed through the engineering division is essential. For a typical submittal, we will meet the Customer Service Standards as outlined in the RFP. If large developments occur (i.e. Watson Ranch development), we will work with the developer and their engineer to establish timeframes for quick turnaround proportional to the size of development. We will provide this level of response to all applicants processing plans through the City. We will develop and provide checklists for the developer's engineer to use to ensure that the plan submittals are complete. We will also use internal checklists when reviewing plans to ensure that the plans and maps are complete, meet City Standards, regulations and ordinances (and maps meet State Subdivision Map Act regulations) and that the conditions of approval and environmental concerns are properly addressed. With the initial plan check submittal, we will calculate plan check and inspection fees associated with the plans and ensure that the appropriate fees are submitted with the plans prior to commencement of the plan check. With each project we will develop a conditions matrix as a checklist to ensure that all conditions of approval are met.

Once a plan check is completed we will collect comments from other departments and provide an overall comment letter to the applicant's engineer with a marked up set of plans and a letter explaining our comments. The condition of approval matrix is also typically attached to ensure that the engineer clearly understands which conditions have been met and which conditions are still outstanding. We find that this eliminates any last minute panic by the engineer or the applicant. Our plan check process continues until all comments and conditions are met. Typically, this can be done within three plan checks.

With respect to our philosophy in reviewing of plans, our approach includes responding to all questions regarding proposed developments in a timely and professional manner and working with other departments to identify the appropriateness and requirements for that particular development. We will outline any constraints and outline the City's requirements to guide the developers/applicants through the process in the most efficient manner. This becomes particularly critical with owner/builders. In our experience with other cities, we have found that there is a greater amount of attention required for first time developers and/or homeowners that have never been through the process before. In these cases, we do our best to outline the overall process and expected timeframes to the individual to ensure that they are well aware of the requirements and the time it will take to process their project. We have found that spending the extra time with first-time developers or homeowners helps with controlling impatience and misunderstandings throughout the process, and helps them know what they can expect.

With experienced developers, our approach is to work with both the developer and their engineer to outline any constraints or concerns early in the development process. We will do our best as a member of the City's team to resolve any issues at the staff level. Similar to the first time developers, we believe that outlining any issues or expectations early on in the process and thoroughly explaining why we have taken a certain approach tends to minimize disagreements throughout the process. We strive to make the final conditions of approval from the engineer clear and concise. This minimizes confusion and gives clear guidance to the applicants and engineers working on the project.

## 2. City Engineering Services

- Review of Maps - We will review all survey maps (final and parcel maps) and documentation to confirm conformance with the Subdivision Map Act and the professional standards of a licensed Land Surveyor. This typically includes review of title reports, background information submitted for surrounding properties, closure calculations, review of the tentative map to ensure conformance, comparison of the map with the improvement plans to ensure that all easements are properly shown on the final map, a review of the conditions of approval to ensure compliance (and inclusion of possible conditions on the map, when applicable), review of the title sheet to ensure that all appropriate certifications are included on the map, and other information as may be applicable. The map check process will continue until the map is completed to the City's satisfaction. Turnaround times will comply with the City's Customer Service Standards. Once the map is finalized, we will sign the necessary documents in conformance with the requirements of the Board of Registration as City Engineer.
- Oversight and Coordination - We will perform and oversee the work of subordinate staff in performing a variety of professional and technical engineering functions involving plan check and review, project management, permitting and inspection of private and public

improvement and development projects. This will include coordinating both with in-house City staff, as well as our staff.

- Review of Technical Studies - As part of the development process, we will review technical studies from project applicants (or their consultants) submitted to the City as part of the applicant's package. These may include, but not be limited to, traffic or circulation reports/studies, drainage studies, noise studies, soils reports, environmental studies, utility studies, etc. We will review these documents in concert with other City departments and provide input on the completeness and content as it relates to the particular project.
- Inter-Departmental Coordination Meetings - As the City engineering division is only one of the City divisions commenting on the project, it will be essential to coordinate all comments and work with appropriate in-house and City consultant staff. This process is essential in streamlining development projects through the City. We find that regular (weekly) inter-departmental meetings can be very helpful, particularly with larger or more complex applications.
- Preparation of Staff Reports, Resolutions and Ordinances - As part of the process of moving an application through the City, we will assist the City in the preparation of staff reports, resolutions and, if necessary, ordinances for development projects. As we do this for a number of cities on a weekly basis, we are very familiar with the writing of these reports. We will coordinate with City staff to ensure that we provide the reports in the City's desired format. Additionally, with ordinances, we will coordinate with other departments as necessary, and the City Attorney's office to ensure that the format is appropriate and accurate.
- Implementation and Update of Policies - As directed by the Community Development Director, we will prepare and/or update city engineering policies associated with streamlining reviews of discretionary applications. This will include a review and update of all submittal data (to ensure complete applications and accurate reviews). Updates to submittal requirements such as traffic, drainage, water, wastewater and other study guidelines may be needed. We will review information currently used by the City and provide input as needed.
- Review of Deeds - For discretionary developments projects or for applications that include separate easements, fee title, right-of-way dedication or other dedication documents, we will review those documents for accuracy and appropriateness. Legal descriptions, plats, title reports and closure calculations will be reviewed and any comments returned to the applicant/surveyor/engineer for revision. This process will be similar to the plan check process previously discussed. (Plan checks will continue until the documents meet the City requirements.)
- Assessment District and Community Facility Districts - We will work with the Park and Recreation Department, City Attorney (and, if necessary for bond issuance-type districts, bond counsel) for the annual Landscape and Lighting Assessment District proceedings (any changes, annexations into the existing district, or formation of new districts) and for any development that is proposing forming a Community Facilities District (Mello Roos). We will work with the City to either provide these services or to oversee others that the

City will contract with to provide these services. As we prepare these annual reports for several cities, we are very familiar with the requirements and procedures.

- Collaboration with Customers - As mentioned in the Improvement Plan Review section of this proposal, we propose to take a very proactive and collaborative approach with applicants, developers, design consultants, contractors and the general public with respect to providing information and/or assistance in processing development projects through the City. This is particularly crucial for those applicants that have never been through this process before. During the course of communications, we will provide the customers with our interpretations of standards, laws, codes and regulations as it relates to their project. We view all questions/issues (whether big or small) as needing to be addressed. Customer satisfaction for those working with the City is a must.
- Addressing Construction Issues with Public Works Department - As with most engineering projects in cities, we anticipate that unforeseen issues will come up during construction (after the improvement plans for developments are approved). When this occurs, it is essential we have good communication with the City's inspector, as well as with the Public Works Department personnel to ensure that the issue is resolved to the City's satisfaction. We make sure that any issue regarding infrastructure that will have to be maintained by the City is addressed to the satisfaction of the Public Works Department, as they are the ones that will be responsible to maintain it once it is accepted. Good coordination during inspection is essential. As issues arise, we will work closely with Public Works staff to review the issue and to get corrective repairs implanted as quickly as possible.
- Fee Calculations - As applications move forward through the City, we will coordinate with both the applicant and the Building Division to provide calculations for the various development impact fees and other applicable fees that are due when the building permit is pulled. Additionally, we will work with applicants and their representatives to calculate various other charges (plan check and inspection fees, etc.) that will be due at various times throughout the project. All of the fees will be provided in writing for clarity. We find this is extremely important, particularly when applicants are establishing their overall project budgets and they want an idea of the impact fees. At that time, detailed plans are typically not available and it is essential that any assumptions be stated. By doing this, we find that it minimizes conflicts as the project progresses and as changes to the project are made that may impact the way the fees were calculated.
- Improvement Agreements, Security and Bond Exoneration - As development projects approach approval, we will prepare the necessary improvement agreements, provide copies of the agreement and bond forms to the applicant and calculate needed bonding amounts for Performance, Labor and Material and Maintenance bonds, as are required by both the City's Municipal Code and the Subdivision Map Act. We will process the agreements and securities through the City Council for approval and ensure that all bonding stays in place for the duration of the project. Upon completion of the improvements to the City's satisfaction, we will prepare the necessary Council Agenda Reports for acceptance of the improvements and release of surety. As maintenance bonds typically stay in effect for one year after acceptance of the improvements, we will calendar a re-inspection of the improvements for 11 months later, have any issues addressed, and then coordinate release of the maintenance bond.

- Litigation Support – Although we hope it never happens, if litigation is threatened or occurs with respect to engineering matters relating to developments, we will provide necessary support services to the City and the City Attorney's office for the duration of the litigation. This may include, but not be limited to, production of any background documents, provide testimonies, assist in providing expert opinions, etc. These services will be provided at the direction of the Community Development Director.
- Other Engineering Services – As Coastland Civil Engineering is a multi-disciplined firm, there are a multitude of other engineering functions we can provide the City, if desired. We will make sure the City is aware of the depth of our services as it relates to Engineering, Building Department and Construction Management/Inspection services and provide these services when requested.





# COASTLAND

## SCHEDULE OF HOURLY RATES

July 01, 2019 through June 30, 2020

### PROFESSIONAL SERVICES

Principal Engineer	\$200-220/hour
Supervising Engineer	\$170-200/hour
Senior Engineer	\$155-180/hour
Associate Engineer	\$140-155/hour
Assistant Engineer	\$125-140/hour
Junior Engineer	\$115-130/hour
Engineering Assistant	\$120-150/hour
Senior Engineering Technician	\$140-160/hour
Engineering Technician	\$120-140/hour
Engineering Aide	\$95-115/hour
Resident Engineer	\$155-180/hour
Construction Manager	\$160-180/hour
Construction Inspector*	\$130-165/hour
Construction Administrator	\$85-95/hour
Building Plan Check Engineer/Architect	\$140-175/hour
Building Official and/or CASp	\$150-180/hour
Supervising Building Inspector	\$150-170/hour
Senior Building Inspector	\$120-145/hour
Building Inspector (I & II)	\$95-125/hour
Senior Plans Examiner	\$125-140/hour
Plans Examiner (I & II)	\$105-120/hour
Supervising Permit Technician	\$115-130/hour
Senior Permit Technician	\$95-115/hour
Permit Technician (I & II)	\$85-95/hour
Administrative	\$85-95/hour
VEHICLE	\$15-20/hour
MILEAGE	\$0.68/mile**
OUTSIDE SERVICES	Cost + 15%
MATERIALS	Cost + 15%

- Computer time is included in the hourly rates used above.
- When applicable, mileage or vehicle rates will be charged, but not both.
- \* Includes services subject to prevailing wage rates.