

EXHIBIT “D”

TO

AMENDMENT TWO TO AGREEMENT FOR
FINAL DESIGN AND RIGHT-OF-WAY SERVICES FOR THE
SOUTH MAIN STREET AND SODA BAY ROAD CORRIDOR IMPROVEMENT PROJECT
IN LAKE COUNTY, CALIFORNIA



September 1, 2017

Mr. Scott De Leon
Lake County Public Works Department
255 North Forbes, 3rd Floor
Lakeport, CA 95453

Re: South Main Street/Soda Bay Road Widening and Bike Lanes Project - Amendment 2 Request

Dear Mr. De Leon:

This document is a summary of our Team's requested Amendment 2 that includes changes to the level of effort for our scope of services including Project Management, Preconstruction Environmental Studies, Final Design of 65% and 90% Draft Plans, Plats & Legal Descriptions Development, Right of Way Appraisals and Acquisitions, Joint Trench Development, and Utility Coordination. This proposed amendment includes additional level of effort, reductions in level of effort, team member substitutions, and elimination of certain scope of services that have each been discussed with the County. We are proposing to accomplish these changes through budget augmentation and task budget reallocation. The following summarizes the additional effort requested for tasks which correspond to the original contract task and subtask numbers. A summary per consultant team member is also included.

Summary By Task	Additional Fee Not to Exceed
Task 2.1 – Project Management	\$ 17,937.59
Task 2.2 – Progress Meetings	\$ 9,920.51
Task 3.1 – Preconstruction Environmental / Evaluation of Env. Document	\$ 6,873.36
Task 4.3 – Final Design / Prepare and Submit 65% Draft Plans	\$ 15,058.50
Task 4.8 – Final Design / Submit 90% Draft PS&E	\$ 9,885.21
Task 6.1.1 – R/W Acquisition Assistance / Surveying / Existing R/W	\$ 25,655.00
Task 6.1.2 – R/W Acquisition Assistance / Surveying / Prepare P/Ls	\$ 93,296.03
Task 6.1.7 – R/W Acquisition Assistance / Surveying / Supplemental Topo	\$ 9,615.43
Task 6.2 – R/W Acquisition Assistance / Appraisals	\$ 8,002.00 (Sub) \$ 4,894.70 (Quincy)
Task 6.3 – R/Way Acquisition Assistance	\$ 2,107.63 (Quincy) \$ 32,000.00 (Option One)
Task 7.1 – Utility Relocation / Joint Trench Composite Plans and Estimate	\$ 43,674.27
Task 7.2 – Utility Relocation / Final Utility Coordination and Relocation	\$ 4,787.56
Total	\$ 283,707.79

Summary By Team Member	Additional Fee Not to Exceed
Quincy Engineering	\$ 64,591.70
Ruzicka	\$ 128,566.46
LSA	\$ 6,873.36
Bender Rosenthal (BRI)	\$ 40,002.00
NorCoast Utility Design	\$ 43,674.27
Total	\$ 283,707.79

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The contract tasks that have required or will require additional effort to complete are:

Task 2.1 – Project Management (Quincy)

The project was scoped for a duration of 18 to 24 months. The project kickoff meeting was held on March 12, 2015; the PM effort was scoped for completion by March 2017. The primary factor that has increased the project duration and thus the level of effort is the additional time required to address PG&E comments, redesign efforts of the joint trench, and additional environmental coordination efforts resulting from changes in field conditions. The project is currently at 27 months with a reasonable expectation for another 18 months to complete the right of way acquisitions and ready all construction documents for bidding.

Task 2.2 – Progress Meetings (Quincy and other Team members)

The project was scoped for 12 PDT meetings. To date, Quincy and multiple Team members have attended 12 meetings on the following dates:

- | | | | |
|-------------|------------|------------|-------------|
| 1) 3/12/15 | 4) 2/17/16 | 7) 6/22/16 | 10) 9/21/16 |
| 2) 4/14/15 | 5) 4/20/16 | 8) 7/20/16 | 11) 11/9/16 |
| 3) 10/16/15 | 6) 5/18/16 | 9) 8/12/16 | 12) 1/11/17 |

Another Team meeting, focused on Right of Way, was held recently on 8/3/17. The project is anticipated to continue for another 18 months to complete the right of way acquisitions and prepare all construction documents for bidding, Quincy is requesting additional budget to attend up to 10 additional PDT meetings.

Task 3.1 – Preconstruction Environmental / Evaluation of Environmental Document (LSA)

The approved jurisdictional determination for this project expired on September 27, 2015, and the delineation will need to be re-verified by the U.S. Army Corps of Engineers (USACE). LSA will conduct the following tasks as part of the delineation re-verification:

- Field review to map the current extent of jurisdictional features/verify the previous delineation map.
- Submit jurisdictional re-verification request and current delineation map to the USACE.
- Meet a representative from the USACE onsite for a field verification.
- Prepare a final delineation map reflecting USACE comments.

As part of this process, LSA will transmit all files, including GIS data, to Area West Environmental, Inc. for the permitting effort.

Task 4.3 – Final Design / Prepare and Submit 65% Draft Plans (Quincy)

Given the available construction funding, this project was scoped for design as a two-phase project (Phase 1 begins at the northern project limits within the City of Lakeport, includes the entire South Main Street segment within Lake County and a portion of Soda Bay Road that extends approximately 800 feet south of the Highway 175 intersection / Phase 2 includes the remaining Soda Bay Road segment through the southern project limits). The scope of work plan sheet count was 104 sheets for Phase 1 and 70 sheets for Phase 2. As design progressed, we have identified additional sheets required to address driveway conform details and additional drainage profiles and details. The total sheet count has increased to 224 sheets. Quincy is requesting the additional level of effort to produce the additional 50 plan sheets.

Task 4.8 – Final Design / Submit 90% Draft Plans (Quincy)

The project was scoped to design the Phase 2 portion of the project only through 65% design. In working through the efforts to finalize the right of way needs assessment and to fully coordinate the design details of the joint trench facilities in relationship to the project geometry (driveway conforms,



private property impacts, placement of below ground vaults, and above ground utility facilities such as pad-mounted transformers), it required that the design of the entire corridor be completed up to the 90% design level. Quincy is requesting the additional level of effort required to complete 90% design of the Phase 2 segment of the corridor.

Task 6.1 – Right of Way Acquisition Assistance / Surveying (Ruzicka)

A significant increase in level of effort was required for surveying services to support the right of way appraisals and acquisitions. The additional effort could not have been anticipated and was driven by several factors as follows:

- Upon reconnaissance and measurement of existing record monumentation within the project corridor, Ruzicka worked closely with the County surveyor to determine that establishing a homogeneous, consistent right-of-way and defined centerline based on record data and right-of-way evidence as originally planned was not feasible. Additional level of effort by Ruzicka staff and County staff involved additional meetings, multiple review cycles, and increased Team coordination to resolve unanticipated complexities associated with the determination of the existing right-of-way and centerline of the project. The final direction by Lake County was given to utilize a hybrid of record data and existing roadway improvements to determine the existing right-of-way; because this was a change from the original plan for completing this task, this resulted in the unanticipated, increased level of effort required to complete Subtask 6.1.1 due to:
 - The ambiguous nature of the historical relinquishment documents of the original roadway from the State of California to the County of Lake, especially as it relates to the intersection of South Main Street / Soda Bay Road / Hwy 175 Extension.
 - The mixture of metes and bounds descriptions that extend to the centerline of the roadway.
 - Parcels of subdivisions that have previously dedicated right-of-way for roadway purposes.
 - Additional staff time to resolve right-of-way and property lines in areas that the record data conflicted with existing roadway improvements.
- The right-of-way takes areas were originally planned as a consistent, uniform width along both sides of the roadway corridor. Through the utility coordination and design process with PG&E and AT&T, Lake County and the Team collectively determined that utility areas, as well as right-of-way, both prescriptive and new, would be acquired in fee by Lake County. This was a change in direction and the resulting fee takes became more complex and detailed. This introduced additional angle points for each fee take to accommodate the proposed design, while minimizing the overall project footprint and acquisition areas for each parcel. Thus, the level of effort to prepare the legal descriptions and plats increased significantly. Ruzicka staff had initially completed a series of 12 plats/legals prepared to the County approved template format which met the original format and scope. These had to be revised in accordance with the revised direction. The County, based upon the recommendation of the County Surveyor, decided that all right-of-way takes would extend to the centerline of the existing corridor. This would then clean up the right-of-way ownership for the County and allow them to have a seamless, uniform road corridor owned in fee by the County upon completion of the project. An additional level of effort was required of Ruzicka staff to revise the previously submitted plats and legal descriptions. Additional level of effort by the survey team was and is still required to complete Subtask 6.1.2 which includes completion of the outstanding plats/legals to be finalized with signatures. 23 plats/legals are approximately 90% complete (having already been reviewed by the County surveyor). 14 plats/legals have not yet been prepared in draft form. The



requested budget for Task 6.1.2 includes the completion of the outstanding plats/legals and also includes additional time for meetings, coordination, and resolution/revisions as follows:

- Ruzicka staff performed additional effort to revise/change the plats/legals for 8 parcels due to ROW and easement changes as approved by Lake County. The changes to these 8 plats/legals were a result of utility design changes required by PG&E in terms of both the type of facility and location of the proposed utility improvements; these utility changes also resulted in changes to the roadway design details in order to accommodate the unanticipated utility services to newly constructed buildings and facilities for 3 parcels.
 - The County's decision to acquire prescriptive easements out to the centerline of the roadway for the entire corridor significantly increased the complexity and level of effort for all plats/legals. We are requesting additional budget for the increased level of effort associated with completion of each of the 41 parcels that had not yet been started at the time of the County's decision.
 - During the right of way appraisal phase, the County determined that separate Public Utility Easements (PUEs) would be required and unique plats/legal descriptions would be needed. The additional level of effort for Ruzicka staff to prepare separate plats/legals for the PUEs is applicable to 11 parcels.
- During the years between 2013 and 2016, new improvements were constructed along the roadway corridor on private property adjacent to the planned utility and roadway improvements. Additional level of effort was expended by Ruzicka staff to provide supplemental field topographic mapping during active utility design and environmental review tasks. The supplemental field topo was used to update the topographic mapping. Three new structures on the following parcels were compiled into the project mapping:
 - 005-052-13 (Address 2480 South Main Street)
 - 008-001-02 (Address 2598 South Main Street)
 - 083-093-10 (Address 100 Soda Bay Road)

The updated topographic mapping was used by the design team to incorporate the three new utility services into the joint trench composite plans, to update the limits of the APE map, which was ultimately provided to Caltrans for environmental review and approval of the updates. Moving forward, as the utility design details and roadway improvement plans are finalized, additional level of effort for supplemental field surveying will be necessary. We propose to add the following task with a proposed budget of \$ 9,615.43 to the scope of work:

Subtask 6.1.7 – Supplemental topographic surveying and base mapping update

Perform supplemental topographic surveying within the project limits along South Main Street and Soda Bay Road at the following locations:

- Driveway at Station 10+79 (Rt)
- Stations 12+50 to 18+10 (Lt)
- Pump station location 17+20 to 18+10 (Lt)
- Driveway 21+00 to 21+50 (Lt)
- Stations 44+00 to 45+00 (Lt)
- Stations 52+20 to 54+50 (Lt)
- Driveway 74+50 to 75+10 (Lt)
- Stations 75+10 to 80+00 (Lt and Rt)
- Field verifications for property lines and final utility design at Station 43+50 (Rt) and Station 62+00 (Rt)



- The supplemental field surveying will be used to update the project topographic base mapping to facilitate completing the final project design. This requires capturing in addition to the locations described above, newly constructed buildings and other improvements, private development, and will be included in the project topographic mapping update to reflect current field conditions. In September 2016, Lake County identified that a portion of the project's STIP PS&E and Right-of-Way funds were less than six months from their timely use of funds deadline. Quincy, Ruzicka, and Lake County staff responded by developing a strategy to deliver plats/legals as expeditiously as possible. The County approved the Team's recommended strategy to keep the project moving forward and to complete as many plats/legals as possible prior to the expiration of funding. The Team followed up with several team meetings and teleconference phone calls between September 2016 and the expiration date of February 2017. This approach, as authorized by Lake County, required additional level of effort and a limited amount of overtime by Ruzicka staff.

Task 6.2 – Right of Way Acquisition Assistance / Appraisals (Bender Rosenthal and Quincy)

The project scope of work did not include developing a right of way estimate prior to appraisals or separate appraisal maps. When the County requested that BRI begin performing appraisals prior to the completion of plats/legal descriptions to expedite the right of way appraisals and acquisition schedule, BRI highlighted the need for both appraisal maps with definition of areas of take (broken down into areas of Fee, Public Utility Easement, Prescriptive Easement, and Temporary Construction Easement) as well as a comprehensive ROW Estimate to help develop parcel groups and prioritization. As a result, Quincy developed 11x17 color Right of Way Appraisal Maps for the entire corridor for BRI's use in performing the appraisals. This required additional level of effort by Quincy staff and BRI.

Task 6.3 – Right of Way Acquisition Assistance (Bender Rosenthal and Quincy)

The project scope of work included supplemental Task S2 – Right of Way Assistance Services that could be performed by BRI in the event such services were needed to support the project. On March 31, 2017, Kurt Ackermann, the Team's right of way acquisition agent, gave written notice to Quincy of his resignation and he left his role prior to initiating first written offers. Quincy submitted a request to Lake County to replace Kurt with BRI to support the ROW acquisitions. To date, the County has authorized the substitution for BRI to provide acquisition services (Base Option only). BRI developed a proposal for varying levels of service as follows:

- Base Option – Acquisition Services (Previously Approved)
- Option One – Negotiations beyond 6 contacts and 60 days (Requested as part of Amendment 2)
- Option Two – Escrow Support (Unchanged)
- Option Three – RON and Eminent Domain Support (Unchanged)

Additionally, the appraisal process led to early discussions with 7 different property owners that resulted in additional right of way support from the engineering design team. BRI provided Requests for Information (RFIs) to both the County and Quincy that ultimately required development of parcel specific parking lot exhibits and for County, BRI, and property owner information. Quincy developed parcel specific access and parking configuration exhibits for the following parcels:

- 005-052-03 / Butrick (Cooper Tires)
- 005-052-27 / Mendo Mill
- 082-092-12 / Strohmeier
- 008-019-60 / Sullivan
- 005-053-18 & -19 / Hillside Powersports & Marine
- 008-019-60 / Tanti
- 008-001-02 / Spa and Pool World



The final access and parking lot configurations resulted in the need to change the location and dimensions of the proposed ROW acquisitions. Quincy is requesting approval of the additional effort required to complete the detailed parking lot exhibits.

Task 7.1 – Utility Relocation / Joint Trench Composite Plans and Estimate (NorCoast)

The preliminary joint trench plans developed as part of the prior PA&ED contract were completed by Nor Coast Utility Design to 65% design level; the joint trench composite plans dated September 2010 had been reviewed and approved by each of the utility participants (PG&E, AT&T, and Mediacom) prior to the final design phase of this project and this was used as the basis of scope.

Nor Coast's current contract Final Design scope of work for Task 7.1 provided for two (2) revisions to the preliminary design (one at 90% and one at 100%) and was limited to taking the approved September 2010 plan set of the joint trench design directly to a 90% design level.

Upon the Team's initial two utility coordination meetings with the County and PG&E, it became apparent that significant changes to the Joint Trench design were being required by new PG&E standards and design requirements. These changes resulted in a significant increase in level of effort by Nor Coast. PG&E required significant changes. One of the most impactful changes was a PG&E standard that all #5 boxes (below ground vault) from the 2010 design must be updated to use a "Pad Mounted J-Box" (above ground box). This required changing the horizontal placement of the "J-Boxes" to avoid an above ground conflict with the planned roadway improvements as well as the future 5-lane sidewalk. This additional effort to relocate/redesign was key to make certain that the County's Rule 20 utility underground project would not result in future utility relocations or future financial responsibility of Lake County.

Nor Coast was required to effectively redesign the entire corridor and redevelop preliminary joint trench plans because of PG&E's new standards and design requirements which came into effect after the initial designs were done. The 2010 set of plans were complete with 474 unique trench sections identified and detailed with full annotation of both trench section identification callouts and an associated hexagon bubble with trench section data (including the trench participants, width and depth of the trench section, length of trench section, and the number of each utility specific conduits). The increased effort by Nor Coast staff was necessary to incorporate the new standards, meet all PG&E required changes, develop the new trench section details and callouts, and to accommodate other unanticipated design changes such as changes in the field with newly constructed private development.

The additional level of effort required of Nor Coast staff was much more than revisions to the previous 65% design and the significant changes could not have been anticipated. Quincy is requesting approval of Nor Coast's additional budget and increased level of effort to complete the joint trench composite plans and perform the following utility coordination:

- Attend over 10 combined utility/Team coordination meetings
- Attend at least 4 utility specific office meetings at PG&E's office in Santa Rosa
- Attend up to 4 additional on-site, field review meetings with PG&E, AT&T, and Mediacom
- Complete a full redesign effort and compile a new plan set, including all updated annotation for over 500 trench sections.
- An additional three (3) review cycles with reviews by PG&E, AT&T, and Mediacom
- Generate an updated joint trench cost estimate (formerly referred to as the "Form B" estimate) and prepare using PG&E's recommended "Cost Sharing Agreement" format.

Task 7.2 – Utility Relocation / Final Utility Coordination and Relocation (Quincy)

As described above, the total duration of the project has increased to approximately 45 months and coordination with PG&E and AT&T has expanded and will require twice as many utility coordination



meetings. Quincy is requesting approval to attend 5 additional utility coordination meetings and to complete final utility coordination efforts.

Supportive Explanation of Timing of Performance of Work:

A portion of the requested additional level of effort and budget augmentation was performed between the months of October 2016 and February 2017. A significant factor in the additional work was the impending expiration of STIP PS&E and Right of Way funding on February 28, 2017. To facilitate the timely use of funds and complete as much of the PS&E design efforts as well as the Right of Way engineering, appraisals, and acquisitions, the team remained focused on delivering quality work products prior to the expiration of funds. Quincy and our subconsultant partners were tasked with resolving project issues and working through County surveyor comments and property owner communication in an expedited fashion. Between November 2016 and March 2017, it became clear that the current contract budget would not adequately address the increase in level of effort for the project. To facilitate completion of the appraisals by BRI, Quincy and Ruzicka were required to expedite development of right of way exhibits (e.g. parcel specific parking exhibits) and several key right of way limit changes and updates that resulted in changes to previously completed plats/legals. Each of these changes represented additional efforts for scope of services from the original contract. To fully address the current level of effort needs, Quincy submits this detailed amendment request and supportive explanation for the County's review and consideration.

Discussion of Proposed Task Budget Reallocation:

We are very sensitive to budgetary constraints facing public agencies and have attempted to conserve budget wherever possible. The Quincy Team has worked to eliminate or reduce effort from tasks that required less effort, in order to offset the additional costs described above. Quincy has identified the following opportunities for level of effort reductions and budget reallocations:

Summary By Task	Level of Effort Reductions/ Budget Reallocations
Task 1 – Initiate Project	\$ 2,400.00
Task 3 – Preconstruction Environmental	\$ 10,000.00
Task 4 – Final Design	\$ 4,230.75 (Sub)
Task 5 - Permits	\$ 5,000.00 (Quincy) \$ 15,335.00 (Sub)
Task 6.1.3 – Determine the new location of existing ROW boundary monuments and prepare Corner Records	\$ 54,312.00 (Sub)
Task 6.1.4 – Field Stake ROW for appraisal use	\$ 21,520.00 (Sub)
Task 6.3 – R/Way Acquisition Assistance	\$ 4,297.06 (Sub)
Task 8 – Geotechnical	\$ 3,000.00
Task 90 – ODC	\$ 769.25 (Sub)
	Total \$120,864.06

**Task 1 – Initiate Project / Quincy**

The project initiation and kickoff required less Quincy staff time than originally planned. We request approval to reallocate the remaining budget to support the active and remaining project tasks.

Task 3 – Preconstruction Environmental / Quincy

Quincy staff have realized time and coordination savings through coordination between the design process and the preconstruction environmental tasks. We request approval to reallocate a portion of available budget to support the active and remaining project tasks. Even though this task is not complete, the remaining budget is adequate for Quincy staff to finish their remaining effort for this task.

Task 4 – Final Design / PHI

Quincy has completed the design of the box culvert replacements and extensions to meet the hydraulic requirements for the project. Quincy staff will perform the review and QA/QC checks for the box culverts. The separate scope of work for QA/QC of box culverts by PHI is no longer needed and is being eliminated.

Task 5 – Permits / Quincy and PHI

We understand that a LOMR is no longer needed. PHI's scope of work for LOMR is being eliminated and there is an associated reduction in the Quincy coordination effort.

Task 6.1.3 – Determine the new location of existing ROW boundary monuments and prepare Corner Records / Ruzicka

We understand that Corner Records are no longer needed. The County surveyor has cited the Professional Land Surveyor Act (PLS Act) Section 8773.4b2 and concurred with the elimination of the separate corner records. A Record of Survey will be filed that will protect the positions of the monuments that may be removed. This strategy will still protect the interests of the property owners and satisfy the intent of the PLS Act.

Task 6.1.4 – Field Stake ROW for appraisal use / Ruzicka

Appraisals were performed without using this field staking task, therefore this task can be eliminated. The appraisal staff of BRI used the right of way appraisal maps, cones, and field measurement ties to existing features during the appraisals and on-site meetings with property owners.

Task 8 – Geotechnical / Quincy

Quincy's role for this task is complete and required less Quincy staff time than originally planned. We request approval to reallocate the remaining budget to support the active and remaining project tasks.

Summary By Team Member

Quincy Engineering
Pacific Hydrologic (PHI)
Remainder from Kurt Ackermann resignation
Ruzicka

**Level of Effort Reductions/
Budget Reallocations**

\$ 20,400.00
\$ 20,335.00
\$ 4,297.06
\$ 75,832.00
Total \$120,864.06



In summary, Amendment 2 represents the changes in level of effort required to complete the project. Utility design, utility coordination, right of way engineering, appraisals, and acquisitions are always the most difficult to estimate. For this project the utility companies and property acquisition support has required significant effort to manage and resolve issues. As always Quincy strives to efficiently deliver projects under budget, however we were not able to anticipate the larger efforts for these tasks.

Total Additional Request	\$ 283,707.79
Total Budget Reallocation	<u>- \$ 120,864.06</u>
Net Requested Budget Augmentation/ Additional Contract Budget	\$ 162,843.73

Please give me a call to discuss any questions or comments you may have on this proposed addendum. I can be reached at (916) 368-9181.

Sincerely,
Quincy Engineering, Inc.

A handwritten signature in black ink that reads "Michael A. Sanchez".

Michael A. Sanchez, P.E.
Project Manager

Attachments: Hours and Cost Breakdown for the Additional Request
Quincy and Subconsultant 10H Forms

Cc: Fred Pezeshk – Lake County Dept. of Public Works
Mark Reno, PE – Principal-in-Charge
Karen Tatman, PE – Principal

Cost Proposal

Project Number: L01-350 Project Name: So. Main/Soda Bay Rd. AMENDMENT 2 REQUEST																									
TASKS		Principal Eng.	Principal Eng.	Senior Eng.	Senior Eng.	Assist Eng. II	Assist Eng. I	Assoc Eng.	Apprentice	Admin Asst	Quincy Total Hours	Quincy Total Labor Dollars	Quincy Total Labor Dollars	Quincy Labor	Quincy Profit	Quincy NLF Budget	Ruzicka	LSA	Area West Environmental Inc.	Far Western Anthropological Research Group	Bender Rosenthal (Appraisals & Appraisal Reviews)	Nor Coast Utility Design	PHI	Taber	Subconsultant Subtotal
No.	Initial Hourly Rate	MR \$81.00	KT \$75.50	MS \$63.60	KG \$68.50	EM \$41.80	YW \$29.50	ME \$47.20	App \$32.00	PJ \$35.80		Direct Labor	Escalation Multiplier	Labor+OH Multiplier	Profit Multiplier	Actual Labor Multiplier									
Additional Scope & Budget													3.5%	2,768	10%	3,045									
2	Project Management										0	\$ -	\$ -	\$ -	\$ -	\$ -									\$ -
2.1	Project Management		8	80							88	\$ 5,692.00	\$ 5,891.22	\$ 16,306.90	\$ 1,630.69	\$ 17,937.59									\$ -
2.2	Progress Meetings		8	40							48	\$ 3,148.00	\$ 3,258.18	\$ 9,018.64	\$ 901.86	\$ 9,920.51									\$ -
3.1	Revalidation of Environmental Document										0	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 6,873.36							\$ 6,873.36
4	Final Design (PS&E)										0	\$ -	\$ -	\$ -	\$ -	\$ -									\$ -
4.3	Prepare 65% Draft Plans			4		80	40				124	\$ 4,778.40	\$ 4,945.64	\$ 13,689.54	\$ 1,368.95	\$ 15,058.50									\$ -
4.8	Prepare 90% Draft PS&E			2		72					74	\$ 3,136.80	\$ 3,246.59	\$ 8,986.56	\$ 898.66	\$ 9,885.21									\$ -
6	R/W Assistance - Surveying										0	\$ -	\$ -	\$ -	\$ -	\$ -									\$ -
6.1.1	Determine existing ROW and centerline										0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,655.00								\$ 25,655.00
6.1.2	Prepare legal descriptions and plats for ROW lakes and TCEs										0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 93,296.03								\$ 93,296.03
6.1.7	Supplemental Field Surveying										0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,615.43								\$ 9,615.43
6.2	Right-of-Way Appraisals			2		20	20				42	\$ 1,553.20	\$ 1,607.56	\$ 4,449.73	\$ 444.97	\$ 4,894.70					\$ 8,002.00				\$ 8,002.00
6.3	Right-of-Way Acquisition - Base Option					16					16	\$ 668.80	\$ 692.21	\$ 1,916.03	\$ 191.60	\$ 2,107.63									\$ -
6.3	Right-of-Way Acquisition - Option 1										0	\$ -	\$ -	\$ -	\$ -	\$ -					\$ 32,000.00				\$ 32,000.00
7.1	Joint Trench Composite Plans & Estimate										0	\$ -	\$ -	\$ -	\$ -	\$ -						\$ 43,674.27			\$ 43,674.27
7.2	Final Utility Coordination and Relocation			16		12					28	\$ 1,519.20	\$ 1,572.37	\$ 4,352.33	\$ 435.23	\$ 4,787.56									\$ -
											0	\$ -	\$ -	\$ -	\$ -	\$ -									\$ -
	Subtotal- Hours	0	16	144	0	200	60	0	0	0	420	\$ -				\$0									\$0
	Other Direct Costs																								\$0
	Total Cost	\$0.00	\$1,208.00	\$9,158.40	\$0.00	\$8,360.00	\$1,770.00	\$0.00	\$0.00	\$0.00	\$ 20,496.40	\$ 20,496.40	\$ 21,213.77	\$ 58,719.73	\$ 5,871.97	\$ 64,591.70	\$ 128,566.46	\$ 6,873.36	\$ -	\$ -	\$ 40,002.00	\$ 43,674.27	\$ -	\$ -	\$ 219,116.09
TEAM TOTAL																							\$		283,707.79

AMENDMENT 2 REQUEST - BUDGET REALLOCATION AND AUGMENTATION DETAIL SHEET

County of Lake - Public Works Department
255 N. Forbes Street, Room 309
Lakeport, CA 95453
Attn: Scott De Leon and Fred Pezeshk



P: 916.368.9181 | F: 916.368.1308 | www.quincyeng.com

Project		Description						Revised Budget By Team Member									
L01-350 TASK	Final Design and Right-of-Way Services for the South Main Street/Soda Bay Road Widening Project- Lake County	Team Budget by Task	Budget By Task/ Team Member	Level of Effort Reductions	Level of Effort Additions	Amendment 2 Proposed Budget Reallocations & Augmentation	Revised Budget by Task	Quincy	Ruzicka Associates	NorCoast Utlity Design	LSA	Area West Environ.	Far Western Anthropol.	Bender Rosenthal	PHI	Taber	Kurt Ackermann
01	Task 1 - Initiate Project	\$ 16,516.00					\$ 14,116.00										
	Quincy		\$ 11,551.00	\$ (2,400.00)		From Quincy		\$ 9,151.00									
	Area West Enviornmental		\$ 4,965.00									\$ 4,965.00					
02	Task 2 -Project Management	\$ 117,200.00					\$ 145,058.10										
	Quincy		\$ 98,929.00		\$ 27,858.10	To Quincy		\$ 126,787.10									
	Area West Enviornmental		\$ 18,271.00									\$ 18,271.00					
03	Task 3 -PreConstruction Environmental	\$ 296,861.00					\$ 293,734.36										
	Quincy		\$ 26,406.00	\$ (10,000.00)		From Quincy		\$ 16,406.00									
	LSA		\$ 24,470.00		\$ 6,873.36	To LSA					\$ 31,343.36						
	Area West Enviornmental		\$ 64,658.00									\$ 64,658.00					
	Far Western Anthropological Research Group		\$ 181,327.00										\$ 181,327.00				
04	Task 4 -Final Design (PS&E)	\$ 668,785.75					\$ 689,498.71										
	Quincy		\$ 664,555.00		\$ 24,943.71	To Quincy		\$ 689,498.71									
	PHI		\$ 4,230.75	\$ (4,230.75)		From Pacific Hydrologic, Inc.		\$ -									
05	Task 5 -Permits	\$ 52,601.00					\$ 32,266.00										
	Quincy		\$ 15,738.00	\$ (5,000.00)		From Quincy		\$ 10,738.00									
	Area West Enviornmental		\$ 16,863.00									\$ 16,863.00					
	PHI		\$ 20,000.00	\$ (15,335.00)		From Pacific Hydrologic, Inc.									\$ 4,665.00		
06	Task 6 -Right-of-Way Assistance	\$ 650,432.73					\$ 745,874.46										
	Quincy		\$ 38,065.00		\$ 7,002.33	To Quincy		\$ 45,067.33									
	Ruzicka		\$ 254,406.00	\$ (75,832.00)	\$ 128,566.46	From Ruzicka / To Ruzicka			\$ 307,140.46								
	Kurt Ackermann		\$ 8,702.94														\$8,702.94
	Kurt Ackermann - remainder funds from Kurt's resignation		\$ 4,297.06	\$ (4,297.06)		From R/W Remainder		\$ -									
	Bender Rosenthal		\$ 344,961.73		\$ 40,002.00	To Bender Rosenthal								\$ 384,963.73			
07	Task 7 -Utility Relocation	\$ 38,637.00					\$ 87,098.83										
	Quincy		\$ 23,677.00		\$ 4,787.56	To Quincy		\$ 28,464.56									
	Nor Coast Utility Design		\$ 14,960.00		\$ 43,674.27	To Nor Coast Utility Design				\$ 58,634.27							
08	Task 8 -Geotechnical / Structural Section Recommendations	\$ 22,472.00					\$ 19,472.00										
	Quincy		\$ 3,695.00	\$ (3,000.00)		From Quincy		\$ 695.00									
	Taber		\$ 18,777.00													\$ 18,777.00	
09	Task 9 -Bidding Assistance	\$ 7,412.00					\$ 7,412.00										
	Quincy		\$ 7,412.00					\$ 7,412.00									
10	Task 10 -Construction Support	\$ 39,860.00					\$ 39,860.00										
	Quincy		\$ 39,860.00					\$ 39,860.00									
11	Task 11 -Final Project Records/ Prepare As-Built Record Drawings	\$ 14,847.00					\$ 14,847.00										
	Quincy		\$ 14,847.00					\$ 14,847.00									
90	Task 90 - Other Direct Costs	\$ 254,708.05					\$ 253,938.80										
	Quincy		\$ 41,619.80					\$ 41,619.80									
	Ruzicka		\$ 16,704.00						\$ 16,704.00								
	LSA		\$ 820.00								\$ 820.00						
	Area West Enviornmental		\$ 15,040.00									\$ 15,040.00					
	Pacific Hydrologic Inc		\$ 769.25	\$ (769.25)		From Pacific Hydrologic, Inc.									\$ -		
	Far Western Anthropological Research Group		\$ 100,210.00										\$ 100,210.00				
	Bender Rosenthal		\$ 54,800.00											\$ 54,800.00			
	Taber		\$ 24,745.00													\$ 24,745.00	
		\$ 2,180,332.53	\$ 2,180,332.53	\$ (120,864.06)	\$ 283,707.79		\$ 2,343,176.26	\$ 1,030,546.50	\$ 323,844.46	\$ 58,634.27	\$ 32,163.36	\$ 119,797.00	\$ 281,537.00	\$ 439,763.73	\$ 4,665.00	\$ 43,522.00	\$ 8,702.94
								Quincy	Ruzicka Associates	NorCoast Utlity Design	LSA	Area West Environ.	Far Western Anthropol.	Bender Rosenthal	PHI	Taber	Kurt Ackermann
			\$ 162,843.73	REQUESTED TEAM ADDITIONAL													
			\$ 2,343,176.26	REQUESTED NEW CONTRACT NTE													

Exhibit 10-H Cost Proposal

Cost Proposal

Contract No.

So. Main/Soda Bay Rd. AMENDMENT 2 REQUEST

Consultant

Quincy Engineering, Inc.Date 9/1/2017**DIRECT LABOR**

Classification/Title	Name	Initials	Range	Hours	Initial Hourly Rate	Total
Principal Eng.	Mark Reno	MR	\$70-\$98	0	\$81.00	\$ -
Principal Eng.	Karen Tatman	KT	\$70-\$98	16	\$75.50	\$ 1,208.00
Senior Eng.	Mike Sanchez	MS	\$49-\$79	144	\$63.60	\$ 9,158.40
Senior Eng.	Kelly Gallagher	KG	\$49-\$79	0	\$68.50	\$ -
Assist Eng. II	Erin McPherson	EM	\$32-\$51	200	\$41.80	\$ 8,360.00
Assist Eng. I	Yao Wang	YW	\$27-\$42	60	\$29.50	\$ 1,770.00
Assoc Eng.	Meggie Elledge	ME	\$32-\$63	0	\$47.20	\$ -
Apprentice	Apprentice	App	\$32-\$52	0	\$32.00	\$ -
Admin Asst	Phyllis Jordan	PJ	\$12-\$50	0	\$35.80	\$ -

420 \$ 20,496.40

LABOR COSTS

a) Subtotal Direct Labor Costs	\$20,496.40	
b) Escalation for Multi-Year Project (3.5%):	\$717.37	
c) TOTAL DIRECT LABOR COSTS [(a) + (b)]	<u>\$21,213.77</u>	\$21,213.77

FRINGE BENEFITS

d) Fringe Benefits (Rate: 43.3%):		
e) TOTAL FRINGE BENEFITS [(c) x (d)]	<u>\$9,185.56</u>	\$9,185.56

INDIRECT COSTS

f) Overhead (Rate: 113.0%):		
g) Overhead [(c) x (f)]	\$23,971.56	
h) General Administration (Rate: 20.5%):		
i) Gen & Admin [(c) x (h)]	\$4,348.82	
j) TOTAL INDIRECT COSTS [(g) + (i)]	<u>\$28,320.39</u>	\$28,320.39

FIXED FEE (Profit)

k) Fixed Fee (10.0%):		
l) TOTAL PROFIT [(c) + (e) + (j)] x (k)	<u>\$5,871.97</u>	\$5,871.97

OTHER DIRECT COSTS (ODC)

Travel (@ active IRS mileage rate)	0 miles @	\$0.540	\$0.00
Pier Diem/ Hotel	0 days @	\$150.00	\$0.00
Delivery	0 @	\$20.00	\$0.00
Vendor Reproduction			\$0.00
Title Report	0 @	\$0.00	\$0.00
Miscellaneous			\$0.00
Prevailing Wage Differential			<u>\$0.00</u>
m) Other Direct Cost Subtotal:			\$0.00 \$0.00

p) Subconsultant Costs (attach detailed cost proposal in same format as prime consultant estimate for each subconsultant)	<u>\$219,116.09</u>	<u>\$219,116.09</u>
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r) TOTAL COST **\$283,707.79**

Cost Proposal

So. Main/Soda Bay Rd. AMENDMENT 2 REQUEST

Additional Scope & Budget

Date: 9/1/2017

Quincy Engineering, Inc.

Direct Labor:	\$20,496.40
Escalation for Multi-Year Project (3.5%):	\$717.37
Subtotal	\$21,213.77
Overhead (1.768):	\$37,505.95

A. Labor Subtotal **\$58,719.73**

Subconsultant Costs:

Ruzicka	\$128,566.46
LSA	\$6,873.36
Area West Environmental, Inc.	\$0.00
Far Western Anthropological Research Group	\$0.00
Bender Rosenthal (Appraisals & Appraisal Reviews)	\$40,002.00
Nor Coast Utility Design	\$43,674.27
PHI	\$0.00
Taber	\$0.00

B. Subconsultant Subtotal **\$219,116.09**

Other Direct Costs:

Travel (@ active IRS mileage rate)	0 miles @ \$0.540	\$0.00
Pier Diem/ Hotel	0 days @ \$150.00	\$0.00
Delivery	0 @ \$20.00	\$0.00

Vendor Reproduction

Vellum	@	\$0.00
8 1/2 X 11 Reproduction	@	\$0.00
11 X 17 Reproduction	@	\$0.00
Mounting Boards for Presentations	@	\$0.00
Newsletters (Translation and printing)	@	\$0.00

Subtotal Vendor Reproduction \$0.00

Title Report @ \$0.00

Miscellaneous

Prevailing Wage Differential \$0.00

C. Other Direct Cost Subtotal: **\$0.00**

Labor Subtotal A. = \$58,719.73

Fixed Fee (10.0%): \$5,871.97

Subconsultant Subtotal B. = \$219,116.09

Fixed Fee (0.0%): \$0.00

Other Direct Cost Subtotal: C. = \$0.00

Fixed Fee (0.0%): \$0.00

TOTAL = **\$283,707.79**

Note: Invoices will be based upon actual QEI hourly rates plus overhead at 176.8% plus prorated portion of fixed fee. Subconsultant and Direct Costs will be billed at actual cost.

COST PROPOSAL

CONTRACT No. South Main Street and Soda Bay Road Corridor Improvement Project
CONSULTANT Ruzicka

Date 8/17/2017

DIRECT LABOR

Classification	Name	Range	Hours	Initial Hourly Rate	Total
Principal Engineer	<u>C. Ruzicka</u>	<u>\$ 60 - \$ 75</u>	<u>160.0 @</u>	<u>\$ 63.47</u>	<u>\$ 10,155.20</u>
Sr. Licensed Surveyor	<u>G. Nystrom</u>	<u>\$ 35 - \$ 50</u>	<u>420.0 @</u>	<u>\$ 41.36</u>	<u>\$ 17,371.20</u>
Sr. Surveyor Tech	<u>N. Stewart</u>	<u>\$ 25 - \$ 40</u>	<u>420.0 @</u>	<u>\$ 33.75</u>	<u>\$ 14,175.00</u>
Survey Crew	<u>Nystrom/Stewart</u>	<u>\$ 55 - \$ 90</u>	<u>100.0 @</u>	<u>\$ 75.11</u>	<u>\$ 7,511.00</u>

Subtotal Direct Labor Costs \$ 49,212.40

Total Direct Labor Costs \$ 49,212.40

FRINGE BENEFITS

Fringe Benefits	Rate	Total
	<u>36.44%</u>	<u>\$ 17,933.00</u>
Total Fringe Benefits		<u>\$ 17,933.00</u>

INDIRECT COSTS

Overhead	<u>96.89%</u>	<u>\$ 47,681.89</u>
General and Administrative	<u>96.32%</u>	<u>\$ 47,401.38</u>
Total Indirect Costs		<u>\$ 47,401.38</u>

FEE @ 10% \$ 11,454.68

OTHER DIRECT COSTS

Office Misc. & Reproductions - Prints	<u>500 @ \$2.73</u>	<u>\$ 1,365.00</u>
Delivery and Mailing	<u>40 @ \$30.00</u>	<u>\$ 1,200.00</u>

Total Other Direct Costs \$ 2,565.00

TOTAL COSTS \$ 128,566.46



BERKELEY
CARLSBAD
FRESNO
IRVINE
PALM SPRINGS
POINT RICHMOND
RIVERSIDE
ROCKLIN
SAN LUIS OBISPO

MEMORANDUM

DATE: October 27, 2016

To: Mike Sanchez, Quincy Engineering

FROM: Kristin Nurmela, LSA

SUBJECT: Proposal to Re-verify Jurisdictional Areas
South Main Street and Soda Bay Road Corridor Improvement Project

As we discussed earlier this year, the approved jurisdictional determination for the above-referenced project expired on September 27, 2010, and the delineation will need to be re-verified by the U.S. Army Corps of Engineers (USACE). LSA will conduct the following tasks as part of the delineation re-verification:

- Field review to map the current extent of jurisdictional features/verify the previous delineation map.
- Submit jurisdictional re-verification request and current delineation map to the USACE.
- Meet a representative from the USACE onsite for a field verification.
- Prepare a final delineation map reflecting USACE comments.

As part of this process, LSA will transmit all files, including GIS data, to Area West Environmental, Inc. for the permitting effort.

Our estimate to complete the delineation re-verification is \$6,875, as shown in the attached Exhibit 10-H Form. We will proceed with the tasks outlined above with your authorization.

Exhibit 10-H Cost Proposal

Cost Proposal - 2016 Delineation Re-verification

Contract No. South Main Street and Soda Bay Road Corridor Imp. Date 10/26/2016
 Consultant LSA Associates, Inc.

DIRECT LABOR

Classification	Name	Hours	Initial Hourly Rate	Total
GIS/Graphics	<u>Greg Gallagher</u>	<u>6</u>	<u>@ \$ 36.25</u>	<u>\$ 217.50</u>
Administrator/Clerical	<u>Norma Molina</u>	<u>2</u>	<u>@ \$ 31.60</u>	<u>\$ 63.20</u>
Snr Environmental Planner	<u>Kristin Nurmela</u>	<u>6</u>	<u>@ \$ 29.50</u>	<u>\$ 177.00</u>
Senior Biologist	<u>Charles Bouril</u>	<u>36</u>	<u>@ \$ 34.73</u>	<u>\$ 1,250.28</u>
Principal	<u>Steve Foreman</u>	<u>2</u>	<u>@ \$ 73.91</u>	<u>\$ 147.82</u>
Senior GIS Specialist	<u>Pamela Van Der Leeden</u>	<u>6</u>	<u>@ \$ 38.12</u>	<u>\$ 228.72</u>

Subtotal Direct Labor Costs \$ 2,084.52

Escalation \$ 0.00

Total Direct Labor Costs \$ 2,084.52

Fringe Benefits	Rate	Total
	90.43%	\$ <u>1,885.03</u>
Total Fringe Benefits		\$ <u>1,885.03</u>

Indirect Costs	Rate	Total
Overhead	95.66%	\$ <u>1,994.05</u>
General and Administrative	Inc. in GA	\$ <u>-</u>
Total Indirect Costs		\$ <u>1,994.05</u>

FEE (10% Profit) \$ 596.36

OTHER DIRECT COSTS

Travel Costs	460 miles	x	\$ 0.540	\$ <u>248.40</u>
Delivery (FedEx or other Vender)	2 deliveries	x	\$ 25	\$ <u>50.00</u>
Reproduction		x		\$ <u>15.00</u>
Total Other Costs				\$ <u>313.40</u>

Subcontractor Costs (attach detailed cost estimate for each subcontractor) \$ -

TOTAL COST \$ 6,873.36

NOR-COAST UTILITY DESIGN, INC.

771 JONI CT. WINDSOR, CA 95492 (707) 838-4492 FAX (707) 837-8323

May 11, 2016

Quincy Engineers, Inc.
3247 Ramos Circle
Sacramento, California 95827-2501

Attention: Mr. Mike Sanchez

Re: Lake County - 2016 - South Main Street & Soda Bay Road
Lake County

Our company will prepare the drawings for the project and coordinate the design with PG&E and AT&T. We will conduct a pre-construction meeting at the job site with your construction personnel, representatives from PG&E and AT&T.

Our price for continuation for preparing the drawings for the Lake County - 2016 - South Main Street & Soda Bay Road will be charged out on a Time and Material Basis and the Rate Schedule is as follows:

Rate Schedule

General Manager.....\$175.00/hr

Project Manager.....\$130.00/hr

Joint Trench Designer...\$ 95.00/hr

Drafter.....\$ 85.00/hr

Clerical.....\$ 45.00/hr

The invoicing will be based on actual employee hours Not to Exceed that of \$43,674.27.

This price is subject to change if Agreement Letter is not signed and returned within 90 days.

Our price does not include any other services or the following specific items:

1. Design changes by others after 65% plan.
2. Caltrans or any other governmental permits.
3. Mark and locate existing dry utilities, if needed, can be provided for at \$130/man-hour.

Invoicing to your company from Nor-Coast Utility Design Inc., will be submitted with the Time & Material costs. The payments shall be paid in full within thirty (30) days of invoice date. If invoice is not paid within the thirty (30) days of the invoice date we then shall add a 1% late fee charge to the billing.

In the event of a dispute arising out of this contract or its performance, the prevailing party shall be entitled to attorneys' fees as determined by the court or an arbitrator.

NOR-COAST UTILITY DESIGN, INC.
(Lake County - 2016 - South Main Street & Soda Bay Road)

Page 2

Upon your acceptance of this letter, which can be indicated in the space provided below on this letter and our receipt thereof, we will proceed with designing the drawings.

Sincerely,

NOR-COAST UTILITY DESIGN, INC.


Steven Krinsky, General Manager

05-11-16
Date

Signature

Date

EXHIBIT "A"
SCOPE OF TECHNICAL SERVICES
LAKE COUNTY - 2016 - SOUTH MAIN STREET & SODA BAY ROAD
JOINT TRENCH UTILITY IMPROVEMENTS
For: Quincy Engineers, Inc.
Prepared by: Nor-Coast Utility Design, Inc.
May 11, 2016

Fees

Our fees for Technical Services will be billed on a Time & Material Basis, Not To Exceed that of \$43,674.27.

4. Assumptions and Limitations

A. Proposal assumes the improvements will be for the South Main Street and Soda Bay Road Project only and the Utility Companies and County of Lake approval is required.

B. Proposal does not include any street improvement design, gas design, street light design, communication design, signalization, construction surveying, Caltrans or any other governmental permits, staking or inspection nor changes by others after 65% plan.

Exhibit 10-H Cost Proposal

Cost Proposal

Contract No. South Main Street/soda Bay Road Widening
 Consultant Nor-Coast Utility Design, Inc.

Date 05-11-16

DIRECT LABOR

<u>Classification</u>	<u>Name</u>	<u>Hours</u>	<u>Initial Hourly Rate</u>	<u>Total</u>
General Manager	<u>Steven Krinsky</u>	<u>40.00 @</u>	<u>\$ 59.00</u>	<u>\$ 2,360.00</u>
Project Manager	<u>Don Phillips</u>	<u>150.00 @</u>	<u>\$ 49.00</u>	<u>\$ 7,350.00</u>
Drafter	<u>Jim Dearduff</u>	<u>182.00 @</u>	<u>\$ 30.00</u>	<u>\$ 5,460.00</u>
Clerical	<u>Carol Heard</u>	<u>14.50 @</u>	<u>\$ 16.00</u>	<u>\$ 232.00</u>
Subtotal Direct Labor Costs				<u>\$15,402.00</u>
Escalation				<u>\$</u>
Total Direct Labor Costs				<u>\$15,402.00</u>

<u>Fringe Benefits</u>	<u>Rate</u>	<u>Total</u>
	<u>0.00%</u>	<u>\$In Overhead</u>
Total Fringe Benefits		<u>\$In Overhead</u>

<u>Indirect Costs</u>		
Overhead	155.07%	<u>\$23,883.88</u>
General and Administrative	%	<u>\$In Overhead</u>
Total Indirect Costs		<u>\$23,883.88</u>

<u>FEE (10% Profit)</u>		<u>\$ 2,388.39</u>
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<u>Other Costs</u>		
Reproduction and mailing costs (includes our 15% surcharge)	@ \$	<u>\$ 2,000.00</u>
Truck & Survey Equipment	@ \$	<u>\$ -</u>
Total Other Costs		<u>\$ 2,000.00</u>

TOTAL COST		<u>\$43,674.27</u>
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KURT A. ACKERMANN

Right-of-Way Services

Government Property Acquisitions / Real Estate & Land Consulting

1795 Mikes Way
Lakeport, CA 95453
707/263-1115

CA Broker's License 00647014
bkack@sbcglobal.net

March 31, 2017

Mike Sanchez, P.E.
Quincy Engineering
11017 Cobblerock Drive, Suite 100
Rancho Cordova, CA 95670

Dear Mike,

It is with great regret that I am hereby tendering my resignation to you, as of April 1, 2017. Although there is much to say, I believe the reasons leading to this decision are known by you, and I will therefore leave them unsaid at this time.

I appreciate having had the opportunity of being a member of the Quincy team for the past 2 1/2 years and offer my best wishes for your continued success.

Please let me know if there is anything I can do to ensure a smooth transition.

Sincerely,



Kurt A. Ackermann
Right-of-Way Agent



**BENDER
ROSENTHAL, INC.**

COMMERCIAL VALUATION AND RIGHT OF WAY SERVICES

4400 Auburn Boulevard, Suite 102
Sacramento, CA 95841
main: 916.978.4900 • fax: 916.978.4904
www.benderrosenthal.com

April 6, 2017

To: Mike Sanchez, PE
Quincy Engineering

Re: Soda Springs Road ROW Acquisition

Hi Mike,

Below is a proposed scope and fee to complete the right of way acquisition for the Soda Springs Road project. The scope and budget are shown with various options.

In the base option, BRI will complete as many of the negotiations as we can within the current budget and partner with a County person on a number of items. These items include finalizing any ROW negotiations, closing escrows, and working with the County Board on any Resolutions of Necessity reports.

Enhanced services that are available include (1) extended negotiations beyond 6 contacts and 60 days, (2) coordinating signatures and facilitating the closing escrows, (3) County Board support on any Resolutions of Necessity reports.

Scope

We understand the project includes 55 parcels. The appraisals for a majority of the project are complete or near completion. 18 of 55 parcels have an approved valuation, and negotiations can begin immediately. The appraisals for another 18 parcels will be approved in the next month, while the appraisal for the final 19 parcels will be approved after the plats and legals are completed.

Acquisition services will be in accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 USC 4601 *et seq.*) and implementing regulation, 49 CFR Part 24; California Government Code Section 7267 *et seq.*; California Code of Civil Procedure Sections 1263.010 to 1263.620 and 1255.010 to 1255.060; Housing and Community Development Title 25; State of California, Department of Transportation, Right of Way Manual, as applicable. Relocation of businesses and residences are not anticipated in the scope of the project, however, there may be small items of personal property that could require relocation. This will be determined during the initial scoping and interviews with the property owners during the appraisal process.

Base Option

Following is a general discussion of the specific scope for each task within the Base Option. In this option, we would partner with a county person to help facilitate the signing of the right of way negotiations. The County representative would coordinate the closure of escrow, prepare board packages, and attend any resolution of necessity meetings.

Task 1: Right of Way Project Management Services

This task includes attendance at meetings PDT and public meetings and providing other support as requested. Efforts will be billed on an hourly basis. It is estimated the work will no more than 10 hours per month for 4 months.

Deliverables:

- Attendance at three PDT meetings and up to one Board meeting.
- Coordination with design on right of way issues
- BRI will assist the County in completing the Right of Way Certification with Caltrans District 1.

Task 2 - Acquisition Services

BRI proposes to develop all necessary contracts, conveyance documents and escrow instructions necessary to make offers in accordance with state and federal laws and following our client's processes. BRI will prepare the offer letter based on the "Just Compensation" value determined by the Amador County staff. BRI will meet with the owners and convey documents until acceptance or impasse is reached regarding necessary acquisitions and easements. BRI will contact each property owner at least 6 times within the first 60 days of approval to proceed. BRI will attempt to meet with each owner at least 1 time in person and may make additional contacts by phone, e-mail or through the postal service.

Steps within the acquisition process are outlined below and will be tailored to the client's need for services:

1. Review the project concept and design with staff and other consultants.
2. Review appraisals, title reports, maps and descriptions of the required parcels.
3. Conduct field review of the project area.
4. Prepare right-of-way contracts and other acquisition documents.
5. Meet with the property owners to discuss the project in general; review of maps and legal descriptions; confirm information about occupants/owners and make the official First Written Offer to owner.

6. The acquisition task assumes a settlement by the sixth contact either in person, telephone, or e-mail. A recommendation to client will be made after *impasse* has been reached. To reach *impasse*:
 - A. Go through the *acquisition steps* outlined; plus
 - B. Make up to six attempts to contact the owner (personal call, letter or phone call) in any combination. Contact attempts will be made at least once each week; plus
 - C. Respond to property owner inquiries verbally and in writing within two business days.
7. Deliver signed right-of-way contract and signed and acknowledged documents for a closed transaction or deliver a memorandum explaining *impasse*.
8. If that the property owner provides a counter-offer, BRI staff will prepare a recommendation to the client to accept, reject, or modify the counter-offer.
9. If the client accepts the counter-offer, BRI will prepare up to one (1) Administrative Settlement that complies with State and Federal guidelines.
10. BRI will work with all parties to encourage acquisition within 30 days of the approval of the appraisal.
11. BRI's acquisition agents will maintain a parcel diary to document all interactions with property owners and their tenants.
12. BRI will prepare escrow instructions for Title to clear exceptions as needed
13. BRI will prepare a final report, including transfer of all pertinent correspondence and files to client.

Deliverables:

- Acquisition of up to 55 parcels

Assumptions:

- No more than 16 hours per parcel, and up to 6 contacts.
- For budgeting purposes, this task is complete either at the *impasse* letter or signed deal.
- Negotiations beyond the 60 days are available as outlined in option one.
- Title and escrow coordination efforts are available in option two.

Option One – Negotiations beyond 6 contacts and 60 days.

BRI's goal is to close as many deals as we can within the 60 day negotiations period. In some instances, this may not be possible. When this is not possible, BRI recommends extending the negotiations another 30 days and 4 contacts. This 30-day period will require support from the engineering team to address any owner concerns about the project construction.

For budgeting purposing, we are assuming 25 parcels will require extended negotiations.

Option Two – Escrow Support

Directly after a right of way contract is signed by the property owner, BRI's acquisition agent will prepare a package which includes the original contract, a check request, and escrow instructions. The base option assumes the County will route the contract for signature, get the check cut, and forward both to the escrow company. The County will then work directly with the escrow company to close the escrow.

BRI is available to support the County in this effort. Our support would be to track the location of the documents between signing and closing of escrow, ensure contracts are signed by the County, documents are properly transmitted to the escrow Company, and support the Escrow Company in any additional efforts that may be required to close the escrow. This may include:

1. Obtaining a reconveyance from a lender
2. Coordinating additional signatures with the property owner
3. Coordinating with the project team on any minor changes to recording documents

Option Three – RON and Eminent Domain Support

A resolution of necessity (RON) requires the Lake County Board of Supervisors to pass a resolution stating that the area required from a given property owner for the project is necessary for that project. Staff generally prepares a staff report and gives a presentation. The county legal counsel then handles all negotiations with the property owner after the RON passes.

The base option includes BRI acquisition agent providing a diary to the County of the negotiations. The base option assumes that the County will prepare all staff reports, present to the board, and continue any negotiations with the property owner after the RON.

BRI is available to support the county in the preparation of the staff reports, presentation/support at the board meeting, and continue negotiations with the property owner after the RON is passed. We suggest this option only be initiated after option one is completed. It assumes negotiations continue with 15 property owners for 90 days and up to 6 contacts.

CONSULTANT FEES

A summary of our fee based on the scope described above is as follows.

Base Option

	Task	Units	Rate	Fee
1	ROW Project Management	1	\$5000	\$5000
2	Acquisition Services	55	\$2000/ea	\$110,000
	Base Option Total			\$115,000

Option One

	Task	Units	Rate	Fee
1	ROW Project Management	1	\$2000	\$2000
2	Acquisition Services	25	\$1200/ea	\$30,000
	Option One Total			\$32,000

Option Two

	Task	Units	Rate	Fee
	ROW Management	1	\$1000	\$1000
	Escrow Support	55	\$500/ea	\$27,500
	Option Two Total			\$28,500

Option Three

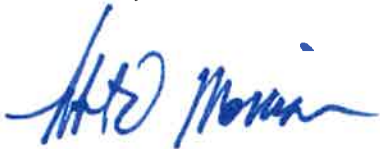
	Task	Units	Rate	Fee
	ROW Management	1	\$4000	\$4000
	Eminent Domain Support	15	\$3500/ea	\$52,500
	Option Three Total			\$56,500

The following are the assumptions behind the budget:

1. Budget is developed on a per parcel basis, not a per ownership basis.
2. The actual costs may differ from task to task, but the overall budget will not exceed the "Total Budget" shown in the above spreadsheet.
3. This fee also assumes that no significant structures or improvements will be acquired.
4. No design changes occur once the notice to proceed is issued which would cause a need to update or revise an appraisal.
5. Any external audit support will be billed on an additional time and material basis.
6. Legal Support during the eminent domain phase is provided on an hourly basis as needed, and not included in option three.

We thank you for the opportunity to provide these services, and look forward to mobilizing on this as soon as possible.

Sincerely,



Bob Morrison, PE, CA Broker

President



**BENDER
ROSENTHAL, INC.**

COMMERCIAL VALUATION AND RIGHT OF WAY SERVICES

4400 Auburn Boulevard, Suite 102
Sacramento, California 95841
main: 916.978.4900 • fax: 916.978.4904
www.benderrosenthal.com

August 31, 2017

Mr. Mike Sanchez, P.E.
Senior Engineer
Quincy Engineering
11017 Cobblersrock Drive, Suite 100
Rancho Cordova, CA 95670

Mr. Sanchez,

It was good meeting with you and Lake County on August 3, 2017. The purpose of this letter is to clarify our scope of services based on the meeting, and request the initiation of a portion of Option 1 of our contract.

Background

Bender Rosenthal, Inc. was initially brought on to the project to perform appraisal services, and support of Curt Ackerman in the acquisition phase of the project. In early 2017, Mr. Ackerman chose to not continue his work on the project. BRI worked with you and the County to develop a phased scope of services to cover the acquisition 55 parcels for the project. The scope includes:

- Base Option – 60 days of negotiation and 6 contacts with each property owner.
- Option One – extend negotiations beyond 60 days for another 30 days and 4 contacts
- Option Two – Escrow Support
- Option Three – RON and Eminent Domain Support

Discussion

Based on our August 3, 2017, meeting with the County, we understand the utility relocation phase of the project will begin in Spring/Summer 2017, and the roadway improvements will begin in the 2019. The County will be issuing a Caltrans ROW certification in support of the 2018 utility relocation work, and a separate Caltrans ROW certification for the 2019 roadway construction. In order to meet a Spring 2018 construction timeline, all of the offers must be presented to the owners by September 1, 2017 at the latest.

Per County direction, BRI began negotiation on the first 15 parcels in June 2017. The remaining parcels are on hold pending completion of the final plat and legals. The initial 60 days of negotiation and 6 contacts for all 15 parcels has passed. Of the 15 parcels, 6 have signed, 6 are

close to signing, and 3 may need to go to RON to close the deal. BRI agreed to send a best and final offer letter to the 9 unsigned parcels. BRI is willing to move forward with making the offers on the remaining 36 parcels using draft plat and legals. However, if the area required for the project changes dramatically, we will be requesting a budget augmentation to cover the new appraisal and new offer.

At the August 3, 2017, meeting, the County agreed to take on the Escrow phase of the project, eliminating the need for the County to initiate Option Two of our contract. As part of the Escrow support the County/Fidelity agreed to prepare all the deeds, prepare escrow instructions, and notarize the transfer documents. In a follow up telephone conversation on August 4, 2017, with Lindsey Tellez, we agreed that BRI will continue to prepare all deeds. Ms. Tellez and BRI also agreed to work with Fidelity to ensure our agents become Fidelity approved mobile notaries. This leaves the preparation of the escrow instructions as the key item the County will provide to BRI prior to making the initial offer.

BRI is still responsible for preparing, presenting, and negotiating the offer package. The offer package includes the offer letter, agreement, appraisal, summary statement, deeds, escrow instructions and Caltrans required paperwork. The County preparation of the escrow instructions may save up to 30 minutes of time on the remaining 36 offer packages, but will require an additional amount of quality control and management coordination.

In my August 4, 2017, conversation with Ms. Tellez, I mentioned that Fidelity traditionally applies a credit towards escrow fees for each preliminary title report ordered. For this project, this equates to nearly \$30,000. Ms. Tellez agreed to follow up with Fidelity to ensure the County receives this credit. If there are any issues, BRI will work closely with County and other

Budget Request

For the first 15 offer packages, the BRI team has negotiated with each owner over 60 days, and made over 6 contacts. Six of the offers have been signed. BRI agreed to send the remaining 9 owners a letter outlining the negotiations to date. (BRI understand that two of the owners are waiting for information, we will send letters once they receive their information)

BRI is requesting approval to proceed with Option 1 within our contract to continue negotiations with the remaining 9 owners, and for 16 parcels in the next phase of acquisitions in anticipation that of the 36 assignments, at least 16 will require services beyond 6 contacts. This will allow BRI to continue negotiations for another 30 days and up to 4 contacts. The budget for this effort is \$1,200/parcel, or \$30,000, plus \$2,000 in additional management time. The total budget request is \$32,000.

Mr. Mike Sanchez, P.E.
Quincy Engineering
Page 3

In addition, BRI is requesting approval to initiate negotiations with the remaining property owners using the draft plat and legals. This will help ensure the project certification date of Spring/Summer 2018 will be met.

Please let me know how you would like to proceed. We appreciate working with you and the County.

Sincerely,



Bob Morrison, PE, CA Broker #01837271
President

Exhibit 10-H Cost Proposal

Project Name: South Main Street/ Soda Bay Road
 Prime Consultant Name: Bender Rosenthal Inc.
 Subconsultant Name:

Date: 8/15/17

DIRECT LABOR

Name and Classification		Average Hourly Rate (\$)	Range	Total
Mike Lahodny	ROW Cost Estimate	56 @ \$62.00		\$3,472.00
Total Hours		56		Subtotal \$3,472.00
				Anticipated Salary Increases \$0.00
TOTAL Direct labor Costs				\$3,472

Fringe Benefits

Rate %	Total \$	
68.71%	\$2,385.61	
Total Fringe Benefits		\$2,386

Indirect Costs

Overhead
 General and Administrative

10.63%	\$369.07
28.70%	\$996.46

Total Indirect Costs \$1,365.54
 TOTAL Fringe and Indirect Costs \$3,751

FEE (Profit) 10%

\$722

DIRECT COSTS

Travel Costs 0 x \$ 0.535
 Equipment and Supplies Preliminary Title Reports 0 x \$ 750.00
 Other Direct Costs Shipping 4 x \$ 14.13

\$0
\$0
\$57

Total Other Costs \$57

TOTAL DIRECT AND SUBCONTRACTOR COST
 CONTRACT TOTAL

\$57
 \$8,002

Exhibit 10-H Cost Proposal

Project Name: South Main Street/ Soda Bay Road
 Prime Consultant Name: Bender Rosenthal Inc.
 Subconsultant Name:

Date: 8/9/17

DIRECT LABOR

Name and Classification			Average Hourly Rate (\$)	Range	Total
Bob Morrison	Sr Project Manager	2	@ \$144.23		\$288.46
Yoli Mantraga	Sr ROW Specialist	4	@ \$68.50		\$274.00
Katie Eastham	Project Controller	4	@ \$60.58		\$242.32
Rebekah Green	Project Coordinator	8	@ \$44.00		\$352.00
TBD	Sr Acquisition Agent	26	@ \$65.00	\$45-\$69	\$1,690.00
TBD	Acquisition Agent	280	@ \$35.00	\$25-\$45	\$9,800.00
TBD	Administrative Support	18	@ \$26.00	\$18-\$29	\$468.00
Total Hours		342			Subtotal
					\$13,114.78
					Anticipated Salary Increases
					\$0.00
					TOTAL Direct labor Costs
					\$13,115

Fringe Benefits

Rate %	Total \$
64.80%	\$8,498.38
Total Fringe Benefits	
\$8,498	

Indirect Costs

Overhead	11.08%	\$1,453.12
General and Administrative	28.19%	\$3,697.06

Total Indirect Costs	\$5,150.17
TOTAL Fringe and Indirect Costs	\$13,649

FEE (Profit) 10%

\$2,676

DIRECT COSTS

Travel Costs	3020	x	\$	0.535	\$1,616
Equipment and Supplies	0	x	\$	750.00	\$0
Other Direct Costs	56	x	\$	16.86	\$944

Total Other Costs \$2,559.86

TOTAL DIRECT AND SUBCONTRACTOR COST

\$2,560

CONTRACT TOTAL

\$32,000