

CITY OF UKIAH
AMENDMENT 1
TO
PROFESSIONAL SERVICES
CONTRACT #1819164 – PREPARATION OF STAND-ALONE
AIRPORT LAND USE COMPATIBILITY PLAN

This Amendment No. 1, entered on March 5, 2020, revises the Agreement for Professional services dated February 13, 2019 between the City of Ukiah and Mead & Hunt to prepare a stand-alone Airport Land Use Compatibility Plan.

This Amendment No. 1, as per Exhibit 1:

- 1) Amends the Scope of Services.
- 2) Adds an additional dollar amount of \$30,000, for a revised total contract amount of \$160,000.
- 3) Extends the deadline for the completion of the work to July 31, 2020.

Except as expressly amended by this Amendment, all other terms remain unchanged and in full force and effect.

IN WITNESS WHEREOF, THE PARTIES HAVE EXECUTED THIS AMENDMENT ON THE EFFECTIVE DATE:

MEAD & HUNT

BY: *Mitchell Hooper*
MITCHELL R. HOOPER

DATE: March 6, 2020

CITY OF UKIAH

BY: *Sage San Giacomo*
SAGE SANGIACOMO, CITY MANAGER

DATE: 3-6-2020

ATTEST

BY: *Kristine Lawler*
KRISTINE LAWLER, CITY CLERK

DATE: 3-6-2020



February 18, 2020

Craig Schlatter
Director of Community Development
City of Ukiah
300 Seminary Ave.
Ukiah, CA 95482

Project Name: Ukiah Municipal Airport Land Use
Compatibility Plan (ALUCP)
Project Location: Ukiah Municipal Airport (UKI)
Project number: 2112200-190459.01
Mead & Hunt Manager: Maranda Thompson

Subject: Amendment No. 1 - Expanded Technical Justification and Local Coordination

Dear Mr. Schlatter:

The above-referenced PROJECT requires an Amendment. The work covered under this Amendment is in addition to the Scope of Services stated in the original CONTRACT between the CLIENT (City of Ukiah) and the CONSULTANT (Mead & Hunt, Inc.) dated 2/13/2019.

The CLIENT agrees that the CONSULTANT shall provide additional professional consulting services for the PROJECT as set forth in this Amendment and the CLIENT shall provide payment for those services as provided for in this Amendment.

A detailed description of our understanding of the Amended PROJECT Scope of Services, Schedule, and Compensation is provided below.

Reason for Amendment

The original CONTRACT reflected a streamlined PROJECT effort with a 12-month schedule, \$130,000 budget (including \$5,000 contingency), six site visits, and six hours for conference calls. Additional effort by the CONSULTANT has been required to address strong divergent viewpoints of the Technical Advisory Group established for this PROJECT. This Amendment documents the Additional Tasks Completed (Not in Original Scope), Additional Tasks Pending (Not in Original Scope), and Tasks Pending (In Original Scope). This Amendment reflects a PROJECT budget increase of \$30,000 and extension of the PROJECT schedule of up to six months.

Background

A Technical Advisory Group (TAG) was composed with membership from the City of Ukiah, County of Mendocino, and Mendocino County Airport Land Use Commission (ALUC). The purpose of the TAG was to provide input to airport land use compatibility policies and feedback on project deliverables. From the beginning, members of the TAG had strong divergent viewpoints on the formulation of the draft compatibility zone boundaries and policies. This circumstance has required an expanded effort by the CONSULTANT, beyond the work included in the original Scope of Services, to analyze each disputed topic, describe advantages and disadvantages, and provide options for potential resolution. These areas of disagreement, which have required additional effort by the CONSULTANT, also necessitate extension of the PROJECT schedule and increase in the PROJECT Budget.

The purpose of this Amendment is three-fold, as follows:

1. To document the additional work effort completed to date to address opposing comments of TAG. This Amendment acknowledges that the existing PROJECT task budgets were reallocated to cover this additional work that was not included in the original Scope of Services but has since been completed. See “Additional Tasks Completed (Not in Original Scope)” below.
2. To document the tasks remaining to complete the PROJECT. Most of these tasks are those included in the original Scope of Services but have yet to be completed. Since the existing PROJECT Budget was reallocated to other additional tasks specified under Item 1 above, additional budget is required to complete pending tasks. See “Additional Tasks Pending (Not in Original Scope)” and “Tasks Pending (In Original Scope)” below.
3. To document the additional budget needed to complete the PROJECT. The Amended Budget considers the additional work completed, additional work pending, original work pending, and the reallocation of existing Project Task Budgets. This Amendment reflects a budget increase of \$30,000.

Amended Scope of Services

The Scope of Services for the PROJECT is amended as follows:

Additional Tasks Completed (Not in Original Scope)

1. Expanded coordination effort to work through project elements with the City, County, and TAG.
2. Modeling noise contours for CalFire Peak Day activity to reflect seasonal variations in UKI operations.
3. Research related to the factors involved in setting the existing and future Runway 15 end and landing threshold.
4. Analysis related to the possible establishment of a “blended” Runway Protection Zone (RPZ) at the north end of the airport.
5. Analysis related to the advantages and disadvantages of maintaining the parcel-based composite compatibility zones or using the safety zones from the California Airport Land Use Planning Handbook (Handbook).
6. Analysis related to adjusting the draft compatibility zones south of UKI in recognition of the high terrain to the west which affects the southerly traffic pattern.
7. Analysis related to the possible establishment of an “Urban Overlay Zone” in recognition of existing land use patterns.
8. Expanded effort to prepare the administrative drafts of the ALUCP for City, County, and TAG review.

Additional Tasks Pending (Not in Original Scope)

1. Project management for up to six additional months.
2. TAG#4 conference call to obtain feedback on the Administrative Draft ALUCP.

Original Tasks Pending (In Original Scope)

1. Preparation of the Public Draft ALUCP based on TAG comments. Assumes no major change to the intent of the draft policies.
2. Completion of the draft CEQA document.
3. Participation in Joint City/County Planning Commission meeting.
4. Participation in Joint City/County Elected Officials meeting.
5. Preparation of responses to public comments and addendum to draft ALUCP.
6. Participation in ALUC adoption hearing.
7. Preparation of Final ALUCP.

Amended Schedule

CONSULTANT proposes the following revised date to complete the work for this PROJECT:

- Approximate end date: 7/31/2020 (increase of up to 6 months to the original contract schedule).

Schedule dependent upon coordination between the City and County for meeting scheduling.

PROJECT MILESTONES	ORIGINAL (2019)	REVISED (2019/2020)
Tasks Completed		
Notice to Proceed	February 2019	2/25/19
ALUC Meeting #1 Kickoff	April 2019	April 2019
TAG Call #1 Background Paper	May 2019	June 2019
TAG Call #2 Policy Paper	June 2019	July 2019
TAG Call #3 Compatibility Zones/Criteria (Additional)	NA	October 2019
ALUC Meeting #2 ALUCP Update	July 2019	November 2019
Draft ALUCP (City Review)	August 2019	December 2019
Draft ALUCP (County Review - Additional)	NA	January 2020
Draft ALUCP (TAG Review - Additional)	NA	February 2020
Tasks Pending		
TAG Call #4 Draft ALUCP (Additional)	NA	February 2020
Draft ALUCP and CEQA (Public Review)	October 2019	March 2020
ALUC Meeting #3 Draft ALUCP/CEQA Circulation	October 2019	NA
City/County Meeting #1 Planning Commission	November 2019	April 2020
City/County Meeting #2 Elected Officials	November 2019	April 2020
ALUC Meeting #4 ALUCP Adoption	December 2019	May 2020
Final ALUCP	December 2019	June 2020

Amended Compensation

Form of compensation for work under this Amendment will be in accordance with the *Terms and Conditions* of the existing CONTRACT. The City of Ukiah will pay Mead & Hunt an increase of **Thirty Thousand Dollars (\$30,000)** for the work performed under this Amendment. This Amendment results in a revised total contract amount of One Hundred Sixty Thousand Dollars (\$160,000) for the PROJECT. A budget breakdown is included as Attachment 1 to this Amendment.

Amended Responsibilities of (City of Ukiah)

In addition to those responsibilities listed in the original CONTRACT and previous amendments (if applicable), this Amendment is based on City of Ukiah performing or providing the following:

- Public circulation and State Clearinghouse submittal of the Draft ALUCP and associated CEQA document.
- Continued coordination with County regarding meeting schedules.

Mr. Schlatter
2/18/2020
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Authorization for Amendment

The Amended Scope of Services, Schedule, and Compensation stated in this amendment are valid for a period of fourteen (14) days from date of submission. If authorization to proceed is not received during this period, this amendment may be reviewed and modified by Mead & Hunt.

Signatures of authorized representatives of City of Ukiah and Mead & Hunt, Inc. shall amend the existing Agreement (original CONTRACT and all previous amendments, if applicable) between the two parties, and receipt of one signed copy shall be considered authorization to proceed with the work described in this Amendment. All services will be performed in accordance with the *Terms and Conditions* of the original CONTRACT and amendment(s), if applicable. If a signed copy of this Authorization is not received by Mead & Hunt, Inc. within fourteen (14) days from the date of issuance, Mead & Hunt, Inc. may stop work on the above services.

Respectfully submitted by,
MEAD & HUNT, Inc.



Maranda Thompson
Project Manager

Attachments:

- 1 – Amended Budget Cost Breakdown
- 2 - Mead & Hunt, Inc. 2020 Billing Rate Schedule

Ukiah Municipal Airport Land Use Compatibility Plan (ALUCP)
 Amendment No. 1 Budget

2/18/2020

WORK PLAN	Original Budget	Amendment No. 1 Budget	TOTAL	Summary of Additional Tasks (as detailed above)
Element 1: Project Management, Coordination, and Meetings	\$ 29,810	\$ 7,000	\$ 36,810	6-month project extension (1 hour/month) TAG#4 conference call (2-hour call plus 2 hours preparation) Joint PC meeting (2-hour meeting, 2 hours for travel, 2 hours preparation, 1 staff person, plus expenses) Joint Electeds meeting (same as PC meeting) ALUC meeting (same as PC meeting)
Element 2: Data Collection and Compilation	\$ 24,674	\$ 2,400	\$ 27,074	CalFire Peak Day noise contours and related data compilation
Element 3: Draft ALUCP Preparation	\$ 35,320	\$ 8,600	\$ 43,920	Second administrative draft (County Review) Third administrative draft (TAG Review) Fourth administrative draft (Public Review)
Element 4: Environmental Documentation	\$ 17,266	\$ -	\$ 17,266	None
Element 5: Review and Adoption	\$ 17,930	\$ 12,000	\$ 29,930	Response to public comments Addendum to draft ALUCP Final ALUCP
Element 6: Additional Services	\$ 5,000	\$ -	\$ 5,000	None
TOTAL	\$ 130,000	\$ 30,000	\$ 160,000	

MEAD & HUNT, Inc.
California Standard Billing Rate Schedule
Effective January 1, 2020

Standard Billing Rates

Clerical	\$82.00 / hour
Technical Editor	\$115.00 / hour
Senior Editor	\$168.00 / hour
Registered Land Surveyor	\$130.00 / hour
Accounting, Administrative Assistant	\$109.00 / hour
Technician I, Technical Writer	\$101.00 / hour
Technician II, Surveyor - Instrument Person	\$117.00 / hour
Technician III	\$125.00 / hour
Technician IV	\$144.00 / hour
Senior Technician	\$174.00 / hour
Engineer I, Scientist I, Architect I, Interior Designer, Planner I	\$131.00 / hour
Engineer II, Scientist II, Architect II, Interior Designer, Planner II	\$142.00 / hour
Engineer III, Scientist III, Architect III, Interior Designer, Planner III	\$151.00 / hour
Senior Engineer, Senior Scientist, Senior Architect, Senior Interior Designer, Senior Planner, Senior Economist	\$178.00 / hour
Project Engineer, Project Scientist, Project Architect, Project Interior Designer, Project Planner	\$205.00 / hour
Senior Project Engineer, Senior Project Scientist, Senior Project Architect, Senior Project Interior Designer, Senior Project Planner	\$241.00 / hour
Senior Associate, Principal, Senior Client/Project Manager	\$324.00 / hour

Expenses

Geographic Information or GPS Systems	\$100.00 / day
Total Station Survey Equipment	\$110.00 / day
Charges for other equipment may appear in a proposal	
Out-Of-Pocket Direct Job Expenses	cost plus 15%
Such as reproductions, sub-consultants / contractors, etc.	

Travel Expense

Company or Personal Car Mileage	\$ IRS rate / mile*
* the current IRS rate as of Jan. 2020 is: 57.5 cents per mile	
Air and Surface Transportation	cost plus 15%
Lodging and Sustenance	cost plus 15%

Billing & Payment

Travel time is charged for work required to be performed out-of-office. A minimum of two hours will be billed for any work out-of-office.

Invoicing is on a monthly basis for work performed. Payment for services is due within 30 days from the date of the invoice. An interest charge of 1.5% per month is made on the unpaid balance starting 30 days after the date of invoice.

This schedule of billing rates is effective January 1, 2020, and will remain in effect until December 31, 2020, unless unforeseen increases in operational costs are encountered. We reserve the right to change rates to reflect such increases.