

**FIRST AMENDMENT TO CONSULTANT SERVICES CONTRACT
BETWEEN THE CITY OF WATSONVILLE
AND HDR ENGINEERING, INC.**

THIS FIRST AMENDMENT TO CONTRACT for consultant services is entered into by and between the **City of Watsonville** ("City") and **HDR Engineering, Inc.** ("Consultant") this day of _____. The City and Consultant agree as follows:

RECITALS

WHEREAS, City and Consultant have previously executed a Consultant Services Contract to revise for the preparation of a Computerized Management Maintenance System (CMMS) Design Guide dated July 27, 2023; and

WHEREAS, the original contract was in the amount of \$86,951.00 with an expiration date of June 30, 2025;

WHEREAS, on May 9, 2020, the Public Works & Utilities Department advertised a Request for Qualification Statements from Consulting Engineering Firms for Periodic and On Call Water and Wastewater Professional Design Services with a due date of June 9, 2020; and

WHEREAS, a number of firms submitted qualification statements; these statements were reviewed by City staff and a list was developed; and

WHEREAS, HDR Engineering, Inc. is on this list of eligible consultants for On Call Water and Wastewater Professional Design Services; and

WHEREAS, the City has added additional tasks to the work program of the Consultant causing additional cost; and

WHEREAS, the First Amendment of the Contract for Consultant Services is in the best interest of the City of Watsonville.

NOW, THEREFORE, the City and the Consultant agree that the Contract shall be amended as follows:

Section 1 is hereby amended to add the following:

"Section 1. Scope of Services. In addition to the performance of those services specified in detail in Exhibit "A" of the Contract, Consultant shall perform the additional services specified in detail in Exhibit "1," entitled FIRST AMENDMENT TO SCOPE OF SERVICES, which is attached hereto and incorporated herein."

Section 4 is hereby amended to read:

"Section 4 and Exhibit "C", both entitled "Compensation" of the Contract, are hereby amended to provide an additional amount of compensation of Seventeen Thousand Seven Hundred Thirty Six Dollars (\$17,736) for professional services for a new total contract amount not to exceed \$104,687."

All other terms and conditions of the Contract dated July 27, 2023, as amended, shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed this First Amendment to Consultant Services Contract the day and year first hereinabove written.

CITY OF WATSONVILLE

HDR ENGINEERING, INC.

By _____
Rene Mendez, City Manager

DocuSigned by:
Holly Kennedy
By _____
BB33E4D632C342A...
Holly Kennedy, Area Operations Manager

ATTEST:

By _____
Irwin I. Ortiz, City Clerk

APPROVED AS TO FORM:

By _____
Samantha W. Zutler, City Attorney

EXHIBIT "1"

FIRST AMENDMENT TO SCOPE OF SERVICES

The scope of services is as follows:

As described in the October 24, 2023, letter from Holly Kennedy to Danielle Green concerning the amendment to include the Parks Department in development of the Computerized Maintenance Management System (CMMS) Design Guide.

See attachment labeled **Exhibit "1"**.



October 24, 2023

Danielle Green, P.E.
Assistant Director of Public Works
City of Watsonville
250 Main Street
Watsonville, CA 95076

Subject: Amendment to include the Parks Department in development of the Computerized Maintenance Management System (CMMS) Design Guide

Dear Danielle:

Per our recent discussion, HDR is pleased to provide this amendment to include the City of Watsonville's (City) Parks Department in development of the CMMS Design Guide. This amendment will only add additional effort to the established tasks and will not add additional tasks to the project. The following additional activities are described below.

Task 1 – Project Management

Task 1 effort covers up to four (4) hours of project coordination time directly with the Parks Department. The deliverables remain the same but are included here for clarity.

Task 1 Deliverables:

- Development of project management plan and schedule
- Action item and decision logs
- Monthly status reports
- Monthly invoices

Task 1 Assumptions:

- Project is expected to be completed in six (6) months, following Notice to Proceed
- Status meetings are anticipated to be one-hour virtual teleconference each month
- Six (6) project status reports and invoices will be prepared on a monthly basis for this project

Task 2 – Current State Evaluation

The Task 2 additional effort includes reviewing the information and questionnaire from the Parks Department, analysis of available maintenance information, preparation of workshop materials,

conducting an additional workshop with the Parks Department, and additional documentation in the Current State technical memorandum (TM). The additional workshop is expected to be an additional three-hour meeting during the scheduled current state workshops with Water, Wastewater, and Customer Service. The deliverables remain the same but are included here for clarity.

Task 2 Deliverables:

- Request for Information
- Questionnaire
- Meeting notes
- Draft Current State TM

Task 2 Assumptions:

- Workshops will be on-site at the City and will be attended by two (2) HDR staff
- Additional HDR staff may attend portions of the workshops virtually
- Workshops are anticipated to be scheduled over a continuous four-day period
- Comments on the draft TM will be incorporated into the Design Guide in Task 4

Task 3 – Analysis and Recommendations

The Task 3 additional effort will include additional analysis of the Parks Department information and development of recommendations specifically for them. An additional four (4) hours has been allocated to prepare for the Recommendations Workshop and the workshop will be extended by one (1) hour for discussion of Parks recommendations. The deliverables remain the same but are included here for clarity.

Task 3 Deliverables:

- Updated data and work products

Task 3 Assumptions:

- The review meeting will be a four-hour on-site meeting at the City, attended by two (2) HDR staff.
- Updated data and work products will be incorporated into the Design Guide in Task 4.

Task 4 – Develop CMMS Design Guide

Task 4 will remain the same. Additional effort is allocated to incorporate the results of the Parks analysis into the draft and final Design Guide as well as to incorporate the Parks recommendations into the Implementation Plan. The deliverables remain the same but are included here for clarity.

Task 4 Deliverables:

- Draft and final Design Guide TM
- Draft and final Implementation Plan

Cost Estimate

Our estimated cost for the CMMS Design Guide Parks amendment is provided in the table below and is based on a 3.2 multiplier.

Summary of the Cost Estimate for the CMMS Design Guide		
Task No.	Task Description	Total
1	Project Management	\$781
2	Current State Evaluation	\$7,668
3	Analysis and Recommendations	\$4,539
4	Develop CMMS Design Guide	\$4,747
Total Additional Fee		\$17,736

Should you have questions or require additional information regarding this scope of work, please do not hesitate to contact Allan Scott at allan.scott@hdrinc.com. Should this scope be acceptable to the City, please provide a notice to proceed along with the appropriate contract documentation.

Sincerely,
HDR Engineering, Inc.



Holly L.L. Kennedy, PE
Senior Vice President



Allan Scott
Project Manager