



Council Agenda Report

To: Mayor Pierson and the Honorable Members of the City Council

Prepared by: Rob DuBoux, Public Works Director/City Manager

Approved by: Reva Feldman, City Manager

Date prepared: March 3, 2021 Meeting date: March 22, 2021

Subject: Amendment to Professional Services Agreement with Woodard and Curran

RECOMMENDED ACTION: Authorize the Mayor to execute Amendment No. 1 to the Professional Services Agreement with Woodard and Curran in the amount of \$482,808 for a total not to exceed \$3,482,366 for additional design services for the Civic Center Water Treatment Facility (CCWTF) Phase Two.

FISCAL IMPACT: Funding for this amendment was included in the Adopted Budget for Fiscal Year 2020-2021 in Account No. 310-9075-5100 (Civic Center Water Treatment Facility Phase 2) through a funding agreement with HRL Laboratories. All costs associated with the project will be funded ultimately from an assessment district comprised of all properties in Phase Two.

WORK PLAN: This item was included as item 5a in the Adopted Work Plan for Fiscal Year 2020-2021.

DISCUSSION: On August 12, 2019, the City entered into an agreement with Woodward and Curran to provide engineering design services for CCWTF Phase Two. During the design phase of this project, it was discovered that the following additional design work was needed:

- The additional design work included additional geotechnical investigations.
- Additional design service for the wastewater treatment plant upgrades, wastewater collection and recycled water systems. Modifications of the initial design were needed based upon comments from the Regional Board.
- Additional survey work to obtain easements.
- Additional work needed to prepare and submit a Coastal Development Permit.

- Additional structural design and permitting requirements requested by Caltrans.
- Additional environmental work to amend the Environmental Impact Report.

Amendment No. 1 will modify the original agreement to include the above-mentioned items. This amendment is needed to maintain the current project schedule completion date of November 2024.

ATTACHMENT: Amendment No. 1 to Agreement with Woodard and Curran

AMENDMENT NO. 1 TO AGREEMENT

THIS AMENDMENT NO. 1 TO AGREEMENT is made and entered in the City of Malibu on March 22, 2021 by and between the CITY OF MALIBU, hereinafter referred to as City, and Woodard and Curran, hereinafter referred to as Consultant.

The City and the Consultant agree as follows:

RECITALS

A. On August 12, 2019, the City entered into an Agreement with Consultant for engineering design services for the Civic Center Water Treatment Facility Phase 2 (the "Agreement").

B. The City desires to amend the Agreement to conduct further geotechnical testing, additional work to develop easements, make revisions to the treatment plant and wastewater collection system design, and additional work to submit and obtain a Coastal Development Permit. Consultant has submitted a proposal for this purpose that is acceptable to the City.

NOW THEREFORE, in consideration of their mutual promises, obligations and covenants hereinafter contained, the parties hereto agree as follows:

1. Section 1.0 – Scope of the Consultant's Services, of the Agreement, is hereby amended as set forth in Exhibit A attached hereto.
2. Section 4.0 – Compensation for Services, of the Agreement, is hereby amended as set forth in Exhibit B attached hereto.
3. The Parties agree that this Amendment will be considered signed when the signature of a party is delivered physically or by facsimile transmission or scanned and delivered via electronic mail. Such facsimile or electronic mail copies will be treated in all respects as having the same effect as an original signature.
4. All terms and conditions of the Agreement not amended by this Amendment No. 1 remain in full force and effect.

This Agreement is executed on _____, 2021, at Malibu, California, and effective as of March 1, 2021.

CITY OF MALIBU:

MIKKE PIERSON, Mayor

ATTEST:

HEATHER GLASER, City Clerk
(seal)

APPROVED AS TO FORM:

THIS DOCUMENT HAS BEEN REVIEWED
BY THE CITY ATTORNEY'S OFFICE

JOHN COTTI, Interim City Attorney

CONSULTANT:

By: Scott Goldman
Title: Sr. Principal, Woodard and Curran

Exhibit A

Scope of Services | Amendment No. 1

March 3, 2021

City of Malibu
Civic Center Water Treatment Facility Phase 2

BACKGROUND

This Amendment No. 1 is organized following the same format as the original Woodard & Curran scope of work for implementing Phase 2. The scope of the additional work is identified by subtask or “No Change” in scope is indicated. Woodard & Curran has completed the initial assessments with recommendations for the wastewater collection system, water treatment facility, recycled water distribution system and injection wells to serve Phase 2. This Amendment No. 1 addresses the proposed changes to our scope of work for preliminary and final design, right of way engineering / easements, permitting, CEQA, and through bid period assistance based on these recommendations and discussions with City of Malibu staff.

SCOPE OF WORK

This scope of work is based on our understanding of the needs of the project. Assumptions specific to each task are provided within those tasks.

**Task 1 Data Collection, Surveying, Inspection, and Review –
No Change**

**Task 2 Project Management, Quality Control/Quality
Assurance, and Stakeholder Engagement**

2.1 PROJECT PROGRESS REPORTS AND SCHEDULE – NO CHANGE

2.2 PROJECT STATUS AND PDT MEETINGS – NO CHANGE

2.3 PROJECT MANAGEMENT – NO CHANGE

2.4 QUALITY CONTROL / QUALITY ASSURANCE – NO CHANGE

2.5 STAKEHOLDER ENGAGEMENT AND MEETINGS – NO CHANGE

2.6 MEETINGS WITH REGIONAL BOARD, STATE WATER BOARD, CITY COUNCIL AND OTHER CITY COMMISSIONS – NO CHANGE

2.7 ASSESSMENT DISTRICT ENGINEER MEETINGS AND COORDINATION – AMENDMENT NO. 1

The City will lead assessment district engineer coordination, including arranging and coordinating meetings with the assessment district engineer team. CONSULTANT will provide technical support and design documentation related to the Phase 2 facilities.

CONSULTANT will prepare for and attend meetings with the assessment district engineer as requested by the City to support the formation of the assessment districts. This will include presenting up-to-date treatment plant, wastewater collection system, and recycled water distribution system design information and costs in support of the assessment district formation.

Assumptions:

- *Budget assumes up to three meetings attended by Project Manager, Technical Manager, and one Project Engineer. No subconsultant attendance.*

Deliverables:

- *Meetings handout materials (electronic copy and hard copy)*

Task 3 Wastewater Treatment Plant, Wastewater Sewer and Recycled Water Systems Expansion, Preliminary Design (Plans, Specifications, and Estimates)

The primary objective of the preliminary design is to present information and to receive feedback sufficient to “freeze” the major design concepts and configurations. This will allow the final design (90%, 100% and Final Plans, Specifications, and Estimates) to proceed with minimal conceptual or major process changes to the project.

3.1 BACKGROUND INFORMATION AND FIELD INVESTIGATIONS – NO CHANGE

3.2 GEOTECHNICAL EVALUATION AND DRAFT REPORTS

3.2.1 GEOTECHNICAL EVALUATION AND DRAFT REPORTS – AMENDMENT NO. 1

Upon completion of the Wastewater Sewer Collection System Expansion TM, Recycled Water Distribution Expansion TM, and 30% Design Submittal, additional geotechnical investigation services were recommended to support the design and construction of a horizontal directional drill segment on Malibu Canyon Road, an approximately 600 foot long segment on Serra Road where volcanic bedrock is exposed, and two lift stations located near Malibu Creek and Malibu Lagoon. Geotechnical Engineer will perform the following additional explorations:

- Drill three borings to depths of 65 feet below the ground surface along Malibu Canyon Road where horizontal directional drilling is the planned pipeline installation method. Borings will typically be sampled at approximately 5-foot intervals by driving 2-inch or 3-inch split spoon samplers using Standard Penetration Test protocols or by pushing thin-walled (Shelby) tubes until the subsurface conditions are too hard for drive sampling. The types and depths of the samples may be varied depending on subsurface conditions. Continuous HQ rock coring will be used to advance the boring in the harder rock once driven sampling is no longer appropriate.

- Perform acoustic televiewer surveys at each of the core holes drilled. The acoustic televiewer survey creates a continuous acoustic image of the borehole split along the north axis presented in a two-dimensional graph. Fractures and bedding planes can be determined by dip angle and dip direction.
- Perform a seismic refraction survey along an approximately 600-foot long segment of Serra Road where volcanic bedrock is exposed in the road cut and is anticipated directly below the existing pavement section. The geophysics will be used to record seismic refraction velocity profiles along the edge of this road for the investigation of bedrock depth, hardness and rippability.
- The hollow stem auger borings to be drilled at the Malibu Creek Lift Station and Malibu Lagoon Lift Station will be converted to temporary groundwater monitoring wells to collect groundwater data that will be incorporated into the bid documents. The wells will be demolished during Phase 2 construction.

The work summarized above will be performed in addition to the geotechnical exploration work described in CONSULTANT's signed contract with the City dated August 13, 2019.

3.3 RIGHT OF WAY ENGINEERING

3.3.1 RIGHT OF WAY ENGINEERING – AMENDMENT NO. 1

Easements are required where the proposed facilities cannot be constructed in existing public right-of-way or existing easements. CONSULTANT's original approved scope of work and fee estimate (dated July 18, 2019) was based on a single easement because the number of easements was unknown at that time, but included a statement indicating the scope and fee would be scaled when the number of easements was known. The number of easements has been estimated based on the 65% design plans.

The proposed sewer and recycled water facilities are located within the following private roadways/properties and will require an easement:

- All roadways within the Serra Canyon neighborhood
- Malibu Colony Road
- Stuart Ranch Road
- Surfrider Beach
- Maison De Ville Condominium property

The total number of required easements is estimated at no more than 90. The budget provided in the fee estimate is based on 90 easements. The City will be billed based on the actual number of easements acquired. CONSULTANT's surveying subconsultant will prepare necessary easement documents including legal description and easement exhibit at a fee of \$700 per easement. CONSULTANT will provide support to the survey subconsultant and to the City in discussion with property owners (up to 3 hours each easement).

In the event that a title report should be required to obtain title information for a specific parcel, CONSULTANT's surveying subconsultant shall order the Preliminary Title Report at a fee of approximately \$500 per report. The total number of required Preliminary Title Reports is unknown, but for budgeting purposes up to 20 reports has been assumed.

CONSULTANT's surveying subconsultant will prepare a Record of Survey map delineating roadway alignments and project coordinate system origination control shown on the project drawings. The map shall delineate existing monumentation found and used to establish the exterior boundaries and easements within properties described by a meets and bounds description format that are not shown

on any record maps. The map shall meet or exceed the minimum requirements for surveys and shall be submitted to the County Surveyor's Office as required by State Law.

Assumptions:

- *City will be responsible for land acquisition activities and negotiations.*

Deliverables:

- *Legal Description and Easement Exhibit, per Easement (electronic files, up to 2 hard copies)*
- *Record of Survey (electronic, hard copies as required by County and State)*
- *Title Reports (electronic)*

3.4 ALTERNATIVE ANALYSIS OF APPROVED EXPANSION LAYOUT OF WASTEWATER SEWER COLLECTION SYSTEM AND RECYCLED WATER DISTRIBUTION – NO CHANGE

3.5 WASTEWATER TREATMENT PLANT EXPANSION

3.5.1 WASTEWATER TREATMENT PLANT EXPANSION – AMENDMENT NO. 1

Following the recommendations of the preliminary design, the CONSULTANT will prepare a design (50% Plans, Specifications, and Estimates) for the following additional Wastewater Treatment Plant Expansion facilities:

- Add an onsite stormwater diversion system to prevent flooding in influent pump station.
- Add Biological Reactor Tank #4 (no equipment, for recycle water storage until Phase 3)
 - Provide all new 6" WWFM from Intermediate Pump Station to Biological Reactor Tanks for all 4 tanks.
- Add three new UV Disinfection Reactors.
- Remove and replace existing CMU retaining wall as-needed to facilitate construction of Biological Reactor 3 and 4 concrete basin.
- Chemical dosing facilities improvements:
 - Increase sodium hypochlorite storage.
 - Provide chlorine dosing system and injection point upstream and downstream of UV reactors.

Assumptions:

- *All previous assumptions apply to new facilities.*

Deliverables:

- *50% Drawings (pdf)*
- *50% Specifications (pdf)*
- *50% Cost Estimate (pdf)*
- *50% Construction Schedule (pdf)*

3.6 WASTEWATER SEWER COLLECTION SYSTEM

3.6.1 WASTEWATER SEWER COLLECTION SYSTEM – AMENDMENT NO. 1

CONSULTANT will prepare a preliminary design (30% and 65% Plans, Specifications, and Estimates) for the recommended Wastewater Sewer Collection System. Upon completion of Task 3.4, two additional sewer lift stations were incorporated into the Wastewater Sewer Collection System design and will be carried forward into the 30% design, 65% design, and subsequent final design phases (Task 4.2). The two additional sewer lift stations are located on Malibu Colony Road and Crumpacker Road.

With this addition, the CCWTF Phase 2 Wastewater Sewer Collection System design includes five sewer lift stations in total. Design submittals (30%, 65%, etc.) will include drawings, specifications and cost estimates for all five lift stations.

Assumptions:

- *All previous assumption apply to new facilities.*

Deliverables:

- *30% and 65% Drawings (pdf)*
- *30% and 65% Specifications (pdf)*
- *30% and 65% Cost Estimate (pdf)*
- *30% and 65% Construction Schedule (pdf)*

3.7 RECYCLED WATER DISTRIBUTION SYSTEM

3.7.1 RECYCLED WATER DISTRIBUTION SYSTEM – AMENDMENT NO. 1

CONSULTANT will prepare a preliminary design (30% and 65% Plans, Specifications, and Estimates) for the recommended Recycled Water Distribution System. CONSULTANT's original approved scope of work (dated July 18, 2019) assumed the Recycled Water Distribution System design would consist of the following:

- Approximately 27,000 lineal feet of pressure pipeline
- One booster station, location to be determined
- Addition of pump(s) at the existing recycled water pump station at the Civic Center WWTF
- One concrete recycled water storage tank, up to 500,000 gallons
- Crossing of Malibu Lagoon, attached to the existing bridge piers or within the existing bridge deck, per the EIR (no trenchless installation)
- One trenchless installation in Malibu Canyon to avoid a deep excavation at the high point near HRL Laboratories

Upon completion of Task 3.4, CONSULTANT and City determined a recycled water storage tank and booster pump station would not be incorporated into the recommended Recycled Water Distribution System as described above. CONSULTANT will remove these facilities from the Recycled Water Distribution System design and apply a credit to Amendment No. 1 equal to the July 18, 2019 design fee for these components. Credit is shown in Amendment No. 1 fee table.

Facilities removed from the Recycled Water Distribution System design scope of work:

- One booster station, location to be determined
- One concrete recycled water storage tank, up to 500,000 gallons

Assumptions:

- *None.*

Deliverables:

- *30% and 65% Drawings (pdf)*
- *30% and 65% Specifications (pdf)*
- *30% and 65% Cost Estimate (pdf)*
- *30% and 65% Construction Schedule (pdf)*

3.8 GROUNDWATER INJECTION WELL – NO CHANGE

3.9 PERMITTING

3.9.1 PERMITTING – AMENDMENT NO. 1

CONSULTANT, in coordination with the City, will prepare and submit an application for a Coastal Development Permit to the City covering Phase 2 facilities including required attachments per guidance provided by the City.

Assumptions:

- City will be responsible for addressing application requirements related to proof of ownership or owner's consent (Section 13.6.2 of the Local Implementation Plan) and public hearing notice mailing, including obtaining appropriate mailing labels, radius map and certification letter. If the City requests a portion of this work be conducted by CONSULTANT, then CONSULTANT will prepare a separate scope and budget and will submit to the City.
- All required submittal materials including plans will be submitted electronically.
- No new environmental studies or other new reports or analyses will be required.

CONSULTANT will coordinate with federal resource agencies (United States Fish and Wildlife Service and National Marine Fisheries Service) to obtain technical assistance to confirm no impacts to critical habitats from construction of Phase 2 pipelines.

Assumption:

- *No new technical studies or analysis will be required.*

3.10 TRAFFIC HANDLING DESIGN AND CALTRANS PROCESSING AND PERMITTING

3.10.1 TRAFFIC HANDLING DESIGN AND CALTRANS PROCESSING AND PERMITTING – AMENDMENT NO. 1

CONSULTANT prepared and submitted to Caltrans a high level load analysis resulting from attaching the pipelines to the exterior of the Caltrans bridge deck to cross the Malibu Lagoon. Following the two (2) meetings with Caltrans to discuss the analysis and attachment of pipelines to the bridge exterior, CONSULTANT was directed by Caltrans and the City to investigate alternative bridge crossing options. Additional scope of work for the Caltrans bridge crossing will include the following:

- Site visit to investigate the following components of the Caltrans bridge:
 - Confirm the location of existing utilities within the three available bridge cells using access manholes located along the northern traffic shoulder, traffic median, and southern traffic shoulder.
 - Capture images and videos of the triangular cell underneath the northern and southern bridge sidewalks to determine feasibility of installing pipelines within the cells.
- Additional Caltrans coordination to review bridge modification concepts. Assumes up to two (2) meetings with Caltrans attended by the Project Manager, Technical Lead, Project Engineer, and up to four Kimley-Horn staff.

Assumptions:

- Caltrans provides approval to move forward with design and permit application documents based on constructing the pipelines within the triangular cell underneath the northern bridge sidewalk.
- Calculations will be limited to confirming gravity loads of fascia girder for strut connections. No further bridge analysis will be required.
- Existing reinforcement will be replaced in kind.
- Existing sidewalk and barrier will be replaced to match existing configuration, but barrier reinforcement will be upgraded to meet current Caltrans 732 SW mod barrier.
- No modifications to drainage inlets or bridge access manholes adjacent to the northern sidewalk are required.
- Temporary traffic separation barrier will be employed.
- Existing conduit utilities within sidewalk will be relocated or temporarily re-routed by others and new conduits will be provided.

Deliverables:

- Meeting handout materials (electronic copies)
- Meeting notes and action item/decision log (electronic copies)
- Agenda (electronic copies)
- Preliminary design plans, specification, and estimate for Caltrans bridge crossing (pdf)

Task 4 Final Design (90%, 100% Plans, and Final Contract Package, Specifications, and Estimates)

4.1 WASTEWATER TREATMENT PLANT EXPANSION

4.1.1 WASTEWATER TREATMENT PLANT EXPANSION – AMENDMENT NO. 1

Refer to Task 3.5.1 of this Amendment No. 1 scope of work for a description of the additional Wastewater Treatment Plant Expansion facilities to be incorporated into the final design packages (90% design, 100% design, and final contract package).

4.2 WASTEWATER SEWER COLLECTION SYSTEM

4.2.1 WASTEWATER SEWER COLLECTION SYSTEM – AMENDMENT NO. 1

Refer to Task 3.6.1 of this Amendment No. 1 scope of work for a description of the additional Wastewater Sewer Collection System facilities to be incorporated into the final design packages (90% design, 100% design, and final contract package).

4.3 RECYCLED WATER DISTRIBUTION SYSTEM

4.3.1 RECYCLED WATER DISTRIBUTION SYSTEM – AMENDMENT NO. 1

Refer to Task 3.7.1 of this Amendment No. 1 scope of work for a description of the credit to be applied resulting from the removal of the recycled water storage tank and booster pump station.

4.4 GROUNDWATER INJECTION WELL- NO CHANGE**4.5 PERMITTING – NO CHANGE****4.6 TRAFFIC HANDLING DESIGN AND CALTRANS PROCESSING AND PERMITTING****4.6.1 TRAFFIC HANDLING DESIGN AND CALTRANS PROCESSING AND PERMITTING – AMENDMENT NO. 1**

As discussed in Task 3.10.1 of this scope of work, Caltrans directed the CONSULTANT and the City to investigate alternative bridge crossing options in lieu of attaching the pipelines to the bridge exterior. Additional scope of work for the Caltrans bridge crossing and encroachment permit application that would be charged under Task 4.6 include the following:

- Additional Caltrans coordination to review bridge modification concepts and plan submittals. Assumes up to two (2) meetings with Caltrans attended by the Project Manager, Technical Lead, Project Engineer, and up to four Kimley-Horn staff.
- Structural design to occupy northern triangle (structural review of existing plans/determine limits of cuts for coring machine, calculations to determine struts to support exterior fascia girders, structural specifications, structural plans and details).
- Structural design of utility vaults at bridge abutments to accommodate for Flex-Tend coupler, PTFE sliding mechanism assembly, and maintenance access hatch. Includes preparing design calculations for the vault including the design of the PTFE sliding assembly, detailing modifications to existing abutments, approach slabs, sidewalk and if necessary and feasible, wingwalls; Designing and detailing approach slab replacement section as the vault top slab;
- Preparation of PS&E submittals and up to two (2) rounds of comments from Caltrans.

Task 5 Independent Constructability Review – No Change**Task 6 Additional Tasks****6.1 CALIFORNIA CLEAN WATER SRF LOAN/GRANT APPLICATION – NO CHANGE****6.2 SOUTH COAST AIR QUALITY MANAGEMENT (SCAQMD) PERMITS – NO CHANGE****6.3 RENDERINGS FOR PUBLIC MEETINGS – NO CHANGE****6.4 INITIAL STUDY CHECKLIST FOR CEQA****6.4.1 INITIAL STUDY CHECKLIST FOR CEQA – AMENDMENT NO. 1**

CONSULTANT will provide additional CEQA-related services as described below:

- Monthly Progress Meetings – CONSULTANT will prepare for and conduct monthly CEQA progress meetings with City staff throughout the project until completion of the EIR Addendum (Task 6.5). Scope assumes up to 12 teleconference meetings, up to 30 minutes each meeting.
- Tree Identification and Biological Assessment – Kimley-Horn, in conjunction with their subconsultant ELMT Consulting, will conduct a tree identification survey and perform a reconnaissance biological assessment at one Malibu Creek Pump Station site and one Crumpacker Road Pump Station site.

CONSULTANT will coordinate with subconsultant, prepare and provide requested maps, review data deliverables, CEQA Initial Study, and incorporate findings into CEQA.

Assumptions:

- *Budget assumes the Project Manager and Technical Manager will attend each of the 12 monthly teleconference meetings with the City. Two Kimley-Horn staff will attend up to 6 meetings via teleconference.*

6.5 CEQA EIR ADDENDUM FOR PHASE 2

6.5.1 CEQA EIR ADDENDUM FOR PHASE 2 – AMENDMENT NO. 1

CONSULTANT will coordinate with subconsultant, prepare and provide requested maps, and review and provide comment on Kimley-Horn's draft EIR Addendum.

Task 7 Bid Period Assistance – No Change

OPTIONAL Tasks – Amendment No. 1

AS-BUILT SURVEY MEASUREMENTS

CONSULTANT'S surveying subconsultant would provide surveying and mapping services based on coordination with the CONSULTANT design team to locate key elevations and locations of substructures and above-ground utilities that were not captured in the surveying subconsultant's original scope of work. This work would be focused on capturing locations and elevations within private properties beyond the paved roadways to better accommodate the connection of sewer laterals at the private properties.

MONUMENT PRESERVATION

CONSULTANT'S surveying subconsultant would interface with the project design team to determine and locate survey monumentation that may be lost during construction of the proposed improvements and assist with Los Angeles County and California State requirements which require that notes be placed on signed and stamped construction drawings for the protection or replacement of existing monuments that may be destroyed by the proposed construction. If this task is not completed during the design phase, it must be completed during the preconstruction phase.



EXHIBIT B - COMPENSATION SCHEDULE

Fee Estimate

City of Malibu

March 3, 2021

Civic Center Water Treatment Facility Phase 2 | Amendment No. 1

	Total Original Contract Fee	Total Amendment No. 1 Fee	Total New Contract Fee
Task 1: Data Collection, Surveying, Inspection, and Review	\$ 293,931	\$ -	\$ 293,931
Task 2: Project Management, Quality Control/Quality Assurance, and Stakeholder Engagement	\$ 449,065	\$ 8,666	\$ 457,731
Task 3: Wastewater Treatment Plant, Wastewater Sewer and Recycled Water Systems Expansion, Preliminary Design (Plans, Specifications, and Estimates)	\$ 1,192,328	\$ 314,457	\$ 1,506,785
Task 4: Final Design (90%, 100% Plans, and Final Contract Package, Specifications, and Estimates)	\$ 900,197	\$ 98,618	\$ 998,815
Task 5: Independent Constructability Review	\$ 41,585	\$ -	\$ 41,585
Task 6: Additional Design Tasks	\$ 122,452	\$ 61,067	\$ 183,519
TOTAL FEE THROUGH DESIGN PHASE	\$ 2,999,558	\$ 482,808	\$ 3,482,366
OPTIONAL Tasks	\$ -	\$ 34,618	\$ 34,618

1. The individual hourly rates include salary, overhead and profit.

2. Specialty subconsultants will be billed at actual cost plus 10%. There is no markup on Kimley-Horn services.

3. Other direct costs (ODCs) such as reproduction, delivery, mileage (rates will be those allowed by current IRS guidelines), and travel expenses, will be billed at actual cost plus 10%. Woodard & Curran and Kimley-Horn ODCs are estimated at 1.0% of labor costs for budgeting purposes unless otherwise indicated.

4. Woodard & Curran and Kimley-Horn reserve the right to adjust its hourly rate structure and ODC markup at the beginning of the calendar year for all ongoing contracts.