

CONTRACT CHANGE ORDER

Contract Change Order Number: 002
Original Contract Date: November 22, 2022
Date: April 14, 2026
Bridging Horizons Inclusive Park PO3279
Project Number: R0056531
To: Cody McLaughlin, City of Visalia
From: Katherine Lewis Mitchell, PLA #6818

Description of Change:

Due to unforeseen circumstances, the project site has been relocated, rendering the previously prepared plans no longer applicable and necessitating the development of a new set of construction documents. The revised site program includes a playground layout, Bankshot court, water play area, game area, music meadow, picnic area with shade structure, restroom, and parking lot. At the City's request, Westwood will prepare a new plan set tailored to the relocated site. The following scope of work outlines the anticipated level of effort required to complete a topographic survey, geotechnical investigation, preparation of improvement plans, and coordination necessary to meet applicable grant requirements.

Scope of Work

Task 1: Meetings and Project Management

The Westwood team will provide project management services including meeting facilitation and maintaining ongoing coordination with the project team and stakeholders. Services also include monitoring progress, supporting communication among disciplines, and assisting in keeping the project aligned with schedule, scope, and budget objectives.

Task 1.1: Kick-off and Scoping Meeting

A well-run organizational meeting at the beginning of the project will clear up any unexpected issues before they arise. A meeting will be held with staff, during which our proprietary client communication program is started and the following typical items are discussed:

- Introduce staff and project partners to the design consulting team.
- Review objectives of the project, scope of services, deliverable expectations, project schedule, and milestones.
- Confirm project parameters and limits of work. (Conduct a site review and photo document site conditions.)
- Collect available data and published material.
- Establish meeting and presentation schedules and communication channels with all parties involved.
- Review and list all applicable design/planning standards, opportunities, and/or challenges anticipated.
- Coordinate with agency departments, other agencies, and stakeholders.
- Review project budget and billing requirements.

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- Complete custom client communications program.

Task 1.2: Progress Meetings

After each submittal and subsequent staff review period, a virtual progress meeting with the design team will be held. It is anticipated that there will be a progress meeting each month during the design period and ideally held at the following stages:

- Following the conceptual design submittal
- Following the design development submittal
- Following the construction documentation submittal

Task 2: Topographic Survey Base Mapping

A topographic survey will be performed of all hardscape and softscape, including: grade breaks, high points, low points. In flat areas, measure spot elevations in a grid pattern at 50-foot intervals. The following will be included:

- Locate surface-visible utility features and improvements, such as: signs, fences, walls, buildings, striping, driveways, walkways, drainages, structures, lights, poles, bollards, general limits of vegetated or landscaped areas, USA markings, vaults, valves, meters, boxes, pedestals, cleanouts, manholes, drain inlets, catch basins, culverts, outfalls, and standpipes.
- Trees 6" in diameter or larger will be located.
- At manholes and accessible structures measure invert elevation of all gravity storm drains and sewer pipes. Annotate topographic survey drawing with invert elevation, approximate diameter, and orientation of each pipe visible at the time of the survey. Where access is not practical, Westwood will indicate by notation on the mapping deliverable.
- Create existing ground Civil 3D TIN surface model.
- Prepare topographic survey base map drawing at a 1" = 20' or other suitable scale.

DELIVERABLES

- Digital copy of the topographic survey base map drawing in AutoCAD Civil 3D 2023 format.
- PDF copy of topographic survey on Westwood title block.

Task 3: Site Analysis

Research objectives will include a comprehensive review of project history and all available on-site and off-site information to establish a clear understanding of existing conditions. The team will evaluate and document site opportunities and constraints through mapping and analysis to identify key factors influencing future improvements.

Task 3.1: Contextual Analysis

A contextual analysis will be conducted at the outset of the project to develop a comprehensive understanding of the site within its broader physical, environmental, and regulatory setting. This effort will include documentation and review of existing site conditions such as land use, circulation patterns, accessibility, vegetation, topography, and adjacent development. Items such as prevailing winds, soil type, as-built drawings, and so forth will be reviewed. The analysis will also include a review of applicable plans, policies, and jurisdictional requirements to ensure alignment with local standards and long-term goals. This baseline understanding will help identify key site characteristics and inform the development of the site plan.

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Task 3.2: Utility Investigation

A utility investigation will be completed to determine what utilities are available, their locations, and utility depth within the project limits of work. Available as-built and original design drawings will be reviewed, utility request letters will be sent to all applicable utility companies, and site investigation will be used to make determinations.

Task 4: Conceptual Plans

The conceptual design phase will build upon the programming established for the previous site and adapt it to suit the unique opportunities and constraints of the new project location. This effort will include what was learned from the site analysis phase to inform a responsive and functional layout. Key park elements—including playground areas, recreational features, and support amenities—will be thoughtfully reconfigured to align with the revised site conditions while maintaining the original project intent.

The resulting conceptual plans will also be developed based on applicable grant requirements, ensuring that design elements, accessibility, and overall project scope remain consistent with funding criteria. This process will involve balancing project goals, community priorities, and regulatory considerations to deliver a cohesive park concept for City approval. Task includes one round of revisions based on City comments.

DELIVERABLES

- Conceptual site plan in PDF format.

Task 5: Design Development Drawings (50% PS&E)

Upon City approval of the concept plan, the Westwood team will develop 50% improvement plans. The Design Development Drawing package includes drawings to convey general engineering and design concepts. This service will include the following preliminary plan sheets at a minimum:

- Cover sheet and project information
- Site plan
- Existing conditions plan
- Grading, drainage, and utilities plan
- Site finishes and furnishings plans
- Water play layout plans
- Irrigation plans
- Planting plan
- Electrical plans
- Major construction details
- Building/restroom/and other structure sections, and plans

DELIVERABLES

- 50% drawings in PDF format
- 50% estimates and quantities in PDF format

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Task 6: Construction Documentation (90% and 100% PS&E)

Following approval of the 50% set, the team will prepare final site improvement plans for permitting. Improvement plans include routine information normally required by governing agencies. The scope of work will include three packages: 90% construction documents with draft specifications submitted for City review and permitting, 100% documents including final specifications, and a bid set including bid forms. This service will include the following tasks:

Task 6.1: PS&E

Plans may include the following sheets but are subject to change as the parameters, needs, and existing conditions of the project formalize:

- Cover sheet
- Notes and conditions
- Site plan
- Existing conditions and demolition plan
- Underground utilities plan
- Grading and drainage plans
- Erosion control plans
- Horizontal control plan
- Site finishes and furnishings plans
- Enlargement plans (playground, etc.)
- Irrigation plans and water use calculations
- Planting plan
- Electrical plans and Title 24 calculations
- Construction details
- Structural engineering for playground footings (5 unique foundations and 1 unique special foundation) and retaining walls at two locations (If needed for building permit)
- Restroom/shade structure sections, plans, and details
- Water play layout plan and sections
- Water play piping plans
- Water play deck plans
- Water play construction details
- Construction quantities and estimates
- Draft & final technical specifications (using City provided template)

Task 6.2: SWPPP

- Permit Registration Documents including Risk Assessment, Site specific SWPPP approved by QSD, Site Maps, and NOI for LRP review (Fees provided by Client).
- Site visit by QSD to review client installed BMPs and evaluate how construction activities will affect sediment transport, erosion, and other discharges of pollutants in stormwater runoff in SWPPP design and implementation.
- Site visits are performed twice annually, once August through October, and once January through March. Also, within 14 calendar days after numeric action level exceedance, or within the time period requested in writing from Water Board staff.

Task 6.3: Bid Package

Following the approval of the 100% PS&E drawings, the team will prepare a final bid package. The bid package will include:

- Front end documents (provided by the City)
- Stamped and signed cover sheet
- Bid forms

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- Bid item descriptions
- Final stamped and signed PS&E
- Final stamped and signed technical specifications
- Final cut sheets for important features and materials
- Geotechnical Report (If performed)
- Structural package (If prepared)

DELIVERABLES

- 90% and 100% drawings in PDF format
- 90% and 100% estimates and quantities in PDF format
- 90% and 100% technical specifications in PDF format
- Final bid package in PDF format

Task 7: Bidding and Contract Award

Westwood will perform bidding and contract award services to assist the City with selecting the appropriate contractors and product manufacturers. Services may include the following up to 16 hours of Westwood support and electrical engineering support: (We can provide additional support as requested.)

- Attend pre-bid meeting (virtual)
- Respond to RFIs
- Prepare of Addenda and Transmittals (as needed)

DELIVERABLES

- Meeting agenda and minutes in PDF format
- RFI responses in PDF format
- Plan revisions in PDF format

Task 8: Construction Support Services

Westwood will perform construction support services throughout the project's completion. Services may include the following up to 80 hours of Westwood support and electrical engineering support: (We can provide additional support as requested.)

- Attend pre-construction meeting (in-person)
- Review and approve contractor's schedule, RFIs, and submittals
- Review change orders
- Review shop drawings and submittals
- Prepare as-built drawings from contractor maintained field drawings
- Construction observation site visits may include:
 - Review of site finishes
 - Irrigation installation
 - Plant review and approval prior to planting
 - Playground installation
 - Following structural installations but prior to final surface covering
 - Final punch list walk

DELIVERABLES

- Meeting minutes in PDF format
- Submittal & RFI responses in PDF format
- Site observation memos in PDF format

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- Supplemental instructions as needed in PDF
- As-built drawings in PDF and AutoCAD format

Task 9: Construction Staking (Optional)

- Site Control : Limited to one (1) workday mobilization.
 - Set and level site control based on City of Visalia Horizontal and Vertical Datum.
- Rough Grade: Limited to two (2) workday mobilizations.
 - Stakes to be set at 100-foot intervals including: begin and end curves, radius points, high points, low points, intermediate points and ridge lines for rough grade. Grades to finish surface or top of curb.
- Utilities: Limited to three (3) workday mobilizations.
 - Storm Drain - provide offsets at 50' intervals, point of connection, manholes, inlets, catch basins, and changes in direction. Grades to invert and rim.
 - Sanitary Sewer - provide offsets at 50' intervals, point of connection, manholes, cleanouts, and stubs. Grades to invert and rim.
 - Water - Provide offsets at 100' intervals for domestic and fire water including: point of connection, fire hydrants, tees, angle points, and stubs. Grades to Finish Surface.
- Site Lighting: Limited to one (1) workday mobilization.
 - Provide offsets to the center of each pole mounted light.
- Finish Grade: Limited to three (3) workday mobilizations.
 - Provide offsets to face of curb or edge of concrete at 50' intervals along straight alignments and 25' intervals along curves, changes in direction, radius points, and grade breaks. Grades to finish surface or top of curb.
 - Provide offsets to face of wall with grades to finish surface for various site walls.
 - Provide offsets to limits of raised play area with grades to finish surface.
- Structure layout: Limited to one (1) workday mobilization.
- Provide offsets as requested for shade structure, shade sails, picnic area, and restroom building. Grades to finish surface.
- Provide offsets to edge of pavement. Grades to finish surface.

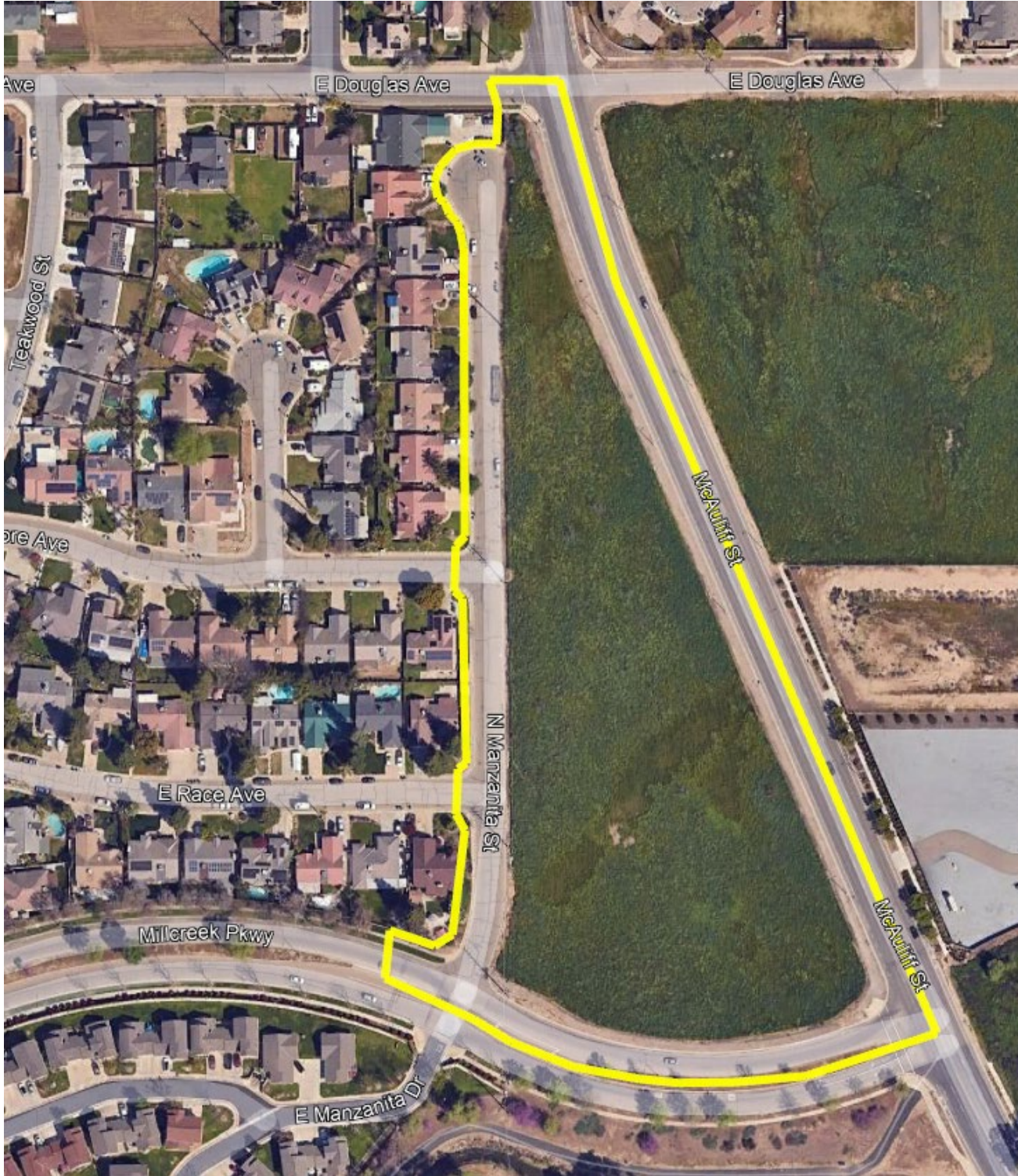
Assumptions / Notes

- Additional requests beyond Tasks listed above will result in requests for additional services.
- All other conditions remain in accordance with the original contract and all amendments to date.
- QSP Services based on the following construction duration: 10 months, 44 weeks, 4 qualifying rain days, 4 additional pre or post site visits, 2 QSD Site Visits, & 3 SMARTS Management tasks
 - Assumed Risk Level 1
- Following approval of the conceptual site design, no further site design changes are anticipated or included within this scope of work. Additionally, upon completion and submittal of the 50% design documents, any significant revisions resulting from review comments or redlines that alter the approved design intent, project layout, or previously established criteria shall be considered additional services and will require a written change order prior to incorporation into the documents.
- The plan set is scheduled to be completed by the end of 2026. If any delays occur, necessitating an extension beyond this timeframe, fees will be reassessed at the beginning of 2027.

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Mapping Limits



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Cost Proposal

Task	Description	Fee	Fee Type
1	Meetings and Project Management	\$20,745.00	LUMP SUM
2	Topographic Survey	\$27,255.00	LUMP SUM
3	Site Analysis	\$8,860.00	LUMP SUM
4	Conceptual Plans	\$19,780.00	LUMP SUM
5	Design Development Drawings (50% PS&E)	\$64,580.00	LUMP SUM
6	Construction Documentation (90% and 100% PS&E)	\$216,187.75	LUMP SUM
7	Bidding and Contract Award	\$5,915.00	LUMP SUM
8	Construction Support Services	\$30,383.88	LUMP SUM
	TOTAL (Tasks 1-10)	\$393,706.63	
Optional Tasks			
9	Construction Staking	\$52,580.00	LUMP SUM
Project Total			
	TOTAL for ALL (Tasks 1-10)	\$446,286.63	

Fees are valid for 90 calendar days from the date listed on the cover sheet of the proposal. Any time and material basis work (including additional services, if any) will be performed pursuant to the current fee schedule (a copy of which is attached) unless otherwise negotiated or approved.

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Schedule of Fees

2026 – California - PW

The following is the fee schedule for all work performed under an hourly agreement.

<u>Classification</u>	<u>Hourly Rate</u>
Admin I	\$125.00
Admin II	\$135.00
Admin III	\$145.00
Admin IV	\$165.00
Admin V	\$180.00
Intern I	\$100.00
Intern II	\$120.00
Intern III	\$135.00
Engineering Tech I	\$115.00
Engineering Tech II	\$135.00
Engineering Tech III	\$150.00
Engineering Tech IV	\$170.00
Engineering Tech V	\$180.00
Engineering Tech VI	\$195.00
Engineering Tech VII	\$215.00
Graduate Engineer I	\$165.00
Graduate Engineer II	\$175.00
Graduate Engineer III	\$185.00
Graduate Engineer IV	\$195.00
Engineer I	\$200.00
Engineer II	\$210.00
Engineer III	\$225.00
Engineer IV	\$245.00
Engineer V	\$285.00
Engineer VI	\$300.00
Engineer VII	\$315.00
Engineer VIII	\$335.00
Graduate Landscape Designer I	\$155.00
Graduate Landscape Designer II	\$170.00
Graduate Landscape Designer III	\$180.00
Landscape Architect I	\$175.00
Landscape Architect II	\$185.00
Landscape Architect III	\$195.00
Landscape Architect IV	\$215.00
Landscape Architect V	\$235.00
Landscape Architect VI	\$260.00
Project Manager I	\$215.00
Project Manager II	\$240.00

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Project Manager III.....	\$265.00
Project Manager IV.....	\$290.00
Project Manager V.....	\$310.00
Project Manager VI.....	\$325.00
Project Manager VII.....	\$340.00
Survey Field I (Rod Person/Chainman).....	\$210.00
Survey Field II (Instrument Operator).....	\$210.00
Survey Field III (Crew Chief).....	\$250.00
Survey Field IV (Sr. Crew Chief).....	\$275.00
Survey Field V (Survey Coordinator).....	\$190.00
Survey Field VI (Field Manager).....	\$250.00
Survey Field VII (One-Person Crew).....	\$260.00
Survey Tech I.....	\$120.00
Survey Tech II.....	\$135.00
Survey Tech III.....	\$150.00
Survey Tech IV.....	\$175.00
Survey Tech V.....	\$195.00
Survey Tech VI.....	\$210.00
Graduate Surveyor I.....	\$155.00
Graduate Surveyor II.....	\$170.00
Graduate Surveyor III.....	\$180.00
Surveyor I.....	\$175.00
Surveyor II.....	\$195.00
Surveyor III.....	\$220.00
Surveyor IV.....	\$240.00
Surveyor V.....	\$260.00
Surveyor VI.....	\$280.00
Project Coordinator I.....	\$145.00
Project Coordinator II.....	\$155.00
Project Coordinator III.....	\$165.00
Senior Project Coordinator I.....	\$175.00
Senior Project Coordinator II.....	\$190.00

Charges for Other Direct Costs, Outside Services, and facilities furnished by Westwood are computed on the basis of actual cost-plus 15 percent.

CLIENT SIGNATURE
Name
Company

CONSULTANT SIGNATURE
Chad Kennedy
Westwood Professional Services

CLIENT SIGNATURE WILL AMEND THE CONTRACT AS SHOWN AND AUTHORIZES THE WORK TO BE PERFORMED.

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Contract Change Order Number: 002
Original Contract Date: November 22, 2022
Date: April 2, 2026
Bridging Horizons Inclusive Park PO3279
Project Number: R0056531
To: Cody McLaughlin, City of Visalia
From: Katherine Lewis Mitchell, PLA #6818

Description of Change:

The remaining scope of services not yet performed under the original agreement shall be considered canceled. All associated fees for unperformed services are hereby removed from the contract and will not be billed.

<u>Task Description:</u>	<u>Remaining Fee:</u>
Billing and Contract Award	(\$2,850)
Construction Support Services	(\$7,360)
Construction Staking	(\$30,576)

CLIENT SIGNATURE

Name
Company

CONSULTANT SIGNATURE

Chad Kennedy
Westwood Professional Services

CLIENT SIGNATURE WILL AMEND THE CONTRACT AS SHOWN AND AUTHORIZES THE WORK TO BE PERFORMED.