

AMENDMENT NO. 1 TO THE PROFESSIONAL SERVICES AGREEMENT  
BETWEEN THE CITY OF MANHATTAN BEACH AND KOA CORPORATION

This First Amendment ("Amendment No. 1") to that certain agreement by and between the City of Manhattan Beach, a California municipal corporation ("City") and KOA Corporation, a California corporation ("Consultant") (collectively, the "Parties") is hereby entered into as of September 6, 2022 ("Effective Date").

RECITALS

A. On September 9, 2021, the City and Consultant entered into an agreement for professional services for the Consultant to provide design services for the Slurry Seal Areas 6 & 7 Project Striping ("Agreement"); and

B. The Parties now desire to amend the Agreement to increase the maximum compensation to be paid to Consultant (the "Maximum Compensation"), extend the term, and modify the Scope of Services and Approved Fee Schedule.

NOW, THEREFORE, in consideration of the Parties' performance of the promises, covenants, and conditions stated herein, the Parties hereby agree as follows:

Section 1. Section 2 of the Agreement is hereby amended to extend the term of the Agreement through December 31, 2024, unless sooner terminated as provided in Section 12 of the Agreement.

Section 2. Section 3.A of the Agreement is hereby amended to increase the Maximum Compensation amount by \$31,920, for a new Maximum Compensation of \$79,900.

Section 3. Exhibit A ("Scope of Services") of the Agreement is hereby amended to add the attached Exhibit A of this Amendment No. 1.

Section 4. Exhibit B ("Approved Fee Schedule") of the Agreement is hereby amended to add the attached Exhibit B of this Amendment No. 1.

Section 5. Except as specifically amended by this Amendment No. 1, all other provisions of the Agreement shall remain in full force and effect.

[SIGNATURE PAGE FOLLOWS]

IN WITNESS THEREOF, the Parties hereto have executed this Amendment No. 1 on the day and year first shown above.

City:

Consultant:

City of Manhattan Beach,  
a California municipal corporation

KOA Corporation,  
a California corporation

By: \_\_\_\_\_  
Name: Bruce Moe  
Title: City Manager

By: \_\_\_\_\_  
Name: Min Zhou  
Title: CEO/President

ATTEST:

By: \_\_\_\_\_  
Name: Liza Tamura  
Title: City Clerk

APPROVED AS TO FORM:

By: \_\_\_\_\_  
Name: Quinn M. Barrow  
Title: City Attorney

APPROVED AS TO FISCAL IMPACT:

By: \_\_\_\_\_  
Name: Steve S. Charelian  
Title: Finance Director

APPROVED AS TO CONTENT:

By: \_\_\_\_\_  
Name: Erick Lee  
Title: Public Works Director

## **EXHIBIT A SCOPE OF SERVICES**

The primary services include, but are not limited to the following:

### Task 1 – Scoping Meeting with City Staff

The KOA Project Manager Shirjeel Muhammad, MS, PE will meet with the City's Project Manager to review the project requirements and expectations. KOA will provide the City with a project schedule prepared in MS Project showing the productions and review periods, with final plans and specifications delivery in 28 working days after the Agreement's effective date. KOA will prepare minutes of the meeting documenting the decisions made and directions provided by the City and will submit the minutes to the City's project manager for review and comments.

#### Deliverables:

- Kickoff meeting agenda and minutes
- Project Schedule
- Monthly invoices

### Task 2 – Base Map Development

KOA will utilize recently screened aerial photography as a base map for the striping plans. We would also utilize the City provided GIS files for the same if available. We will provide two segments of street on each plan sheet at a 1" =40' scale.

#### Deliverables:

- Base maps in AutoCAD and PDF

### Task 3 – Field Verification

Existing striping initial layout will be derived from aerial photography. KOA may deploy staff to the project locations to verify existing striping, painted curb, and raised markers. The base maps will be edited as necessary to reflect field conditions.

### Task 4 – Draft Striping Plans

KOA will prepare draft striping plans for the designated slurry seal streets as described in the RFP:

- Revise striping plans from recently completed Slurry Seal construction to separate those project areas already completed in FY 2021/22 in a separate set from Construction planned to be completed in FY 2022/23
- Striping plans for City Parking Lot 6 (1321 Highland Ave)

- Striping plans for Manhattan Beach Unified School District – Grandview Elementary School Parking Lot (455 24th St)
- Additional effort to incorporate bike lane field additions to the record drawings for FY 2021/22
- Any additional plan modifications to incorporate bike lanes into the construction plans for FY 2022/23
- Additional hours for field verification.

We will submit these to City staff for review and comment. Plans will be prepared in accordance with City Standards, CA-MUTCD and Caltrans Standard Plans and Specifications.

**Deliverables:**

- Design plans, including title sheet, detail sheet, plan sheets in AutoCAD and PDF

**Task 5 – Final Striping Plans and Specifications**

KOA will edit the plans based on City comments and will submit the final revised striping plans for City's use, in AutoCAD and pdf formats. The plans will be signed and sealed by a Civil Engineer registered in California. KOA will provide any additional technical specifications for the striping to be incorporated in the City's boilerplate bid documents.

**Deliverables:**

- Design plans, including title sheet, detail sheet, plan sheets in AutoCAD and PDF (Signed & Sealed)
- Specifications in MS Word with final signature and seal of the entire specifications (including City boilerplate specifications)

**Task 6 – Construction Phase Services**

KOA will coordinate with the City and Contractor to schedule field visit so to verify the Cat-Tracks prior to permanent striping application. Upon completion of the project, KOA will prepare record striping drawings.

**Deliverables:**

- Record drawings (Signed & Sealed)

**Project Staff**

Key personnel for the services described above include:

Shirjeel Muhammad, Project Manager  
 Telephone: (951) 821-8105  
 Email: smuhammad@KOACorp.com

Charlie Schwinger, Quality Control/Assurance  
Telephone: (619) 683-2933  
Email: cschwinger@KOACorp.com

Raisa Garcia - Production Staff  
Azalee Burgos - Production Staff  
Ling Luo - Production Staff

### **Schedule**

To complete the plans and specifications in 28 working days after the Agreement's effective date, we propose to provide the draft plans within four weeks, allow one week for City review, and complete the final revisions within one week.

## EXHIBIT B APPROVED FEE SCHEDULE

The not to exceed fee and project invoice rates are summarized by task below.

FEE FOR MANHATTAN BEACH STRIPING FOR 2023 SLURRY SEAL AREAS 6 & 7								
TASK	SR ENGR II (QAQC)	SR ENGR I	SR ASSOC ENGR I	ASSOC ENGR I	SR ADMIN	TOTAL HOURS	DIRECT COSTS	TOTAL COST
	\$250.00	\$210.00	\$145.00	\$115.00	\$100.00			
Task 1 Management	6	2			4	12		\$2,320.00
Task 2 Base Map		2	4	4		10		\$1,460.00
Task 3 Field Verification		1	4	4		9	\$500.00	\$1,750.00
Task 4 Draft Plan		3	18	18		39		\$5,310.00
Task 5 Final Plan and Specs		1	6	6		13		\$1,770.00
Task 6 Construction Phase		3	14	6		23		\$3,350.00
Total	6	12	46	38	4	106	\$500.00	\$15,960.00

FEE FOR MANHATTAN BEACH STRIPING FOR 2023 SLURRY SEAL CITY LOT 6								
TASK	SR ENGR II (QAQC)	SR ENGR I	SR ASSOC ENGR I	ASSOC ENGR I	SR ADMIN	TOTAL HOURS	DIRECT COSTS	TOTAL COST
	\$250.00	\$210.00	\$145.00	\$115.00	\$100.00			
Task 1 Management	2	1			2	5		\$910.00
Task 2 Base Map		1	2	2		5		\$730.00
Task 3 Field Verification		1	2	2		5	\$500.00	\$1,230.00
Task 4 Draft Plan		1	9	9		19		\$2,550.00
Task 5 Final Plan and Specs		1	3	3		7		\$990.00
Task 6 Construction Phase		1	7	3		11		\$1,570.00
Total	2	6	23	19	2	52	\$500.00	\$7,980.00

FEE FOR MANHATTAN BEACH STRIPING FOR 2023 SLURRY SEAL MBUSD PARKING LOT								
TASK	SR ENGR II (QAQC)	SR ENGR I	SR ASSOC ENGR I	ASSOC ENGR I	SR ADMIN	TOTAL HOURS	DIRECT COSTS	TOTAL COST
	\$250.00	\$210.00	\$145.00	\$115.00	\$100.00			
Task 1 Management	2	1			2	5		\$910.00
Task 2 Base Map		1	2	2		5		\$730.00
Task 3 Field Verification		1	2	2		5	\$500.00	\$1,230.00
Task 4 Draft Plan		1	9	9		19		\$2,550.00
Task 5 Final Plan and Specs		1	3	3		7		\$990.00
Task 6 Construction Phase		1	7	3		11		\$1,570.00
Total	2	6	23	19	2	52	\$500.00	\$7,980.00

**Total Fee: Not to Exceed \$31,920.00**