

**AMENDMENT No. 1 TO PROFESSIONAL SERVICES AGREEMENT**  
City of Calabasas and Willdan Engineering

This Amendment No. 1 (“Amendment”) to Professional Services Agreement (“Agreement”) is made on this 21<sup>st</sup> day of February, 2024 at Calabasas, California, by and between the City of Calabasas, a municipal corporation, 100 Civic Center Way, Calabasas, California 91302 (“City”) and Willdan Engineering, 374 Poli Street, Suite 101, Ventura, CA 93001-2605 (“Consultant”).

This “Amendment” modifies the original Agreement between the “City” and the “Consultant” dated January 1, 2024 in the following fashion:

- A. City and Contractor/Consultant desire to amend the Agreement by modifying section 3.1 – Scope of Services as set forth in Consultant’s December 22, 2023 proposal to City attached hereto as Exhibit A-1 and incorporated herein by this reference.
- B. City and Consultant desire to amend the Agreement by modifying section 3.2 – Approved Fee Schedule as set forth in Consultant’s December 22, 2023 fee schedule to City attached hereto as Exhibit B-1 and incorporated herein by this reference.
- C. City and Consultant desire to amend the Agreement by modifying section 3.4 – Expiration Date of the Agreement to read as follows:  
  
3.4 “Expiration Date”: January 31, 2026.  
  
Section 4 of the Agreement is also amended to incorporate the new Expiration Date.
- D. City and Consultant desire to amend the Agreement by modifying Section 6 so that the total compensation and costs payable to Consultant under this Agreement is a not-to-exceed sum of One-Hundred and Eighty Thousand Dollars (\$180,000.00).
- E. City and Consultant desire to amend the Agreement by modifying Section 5 – Consultant/Contractor’s Services to include those additional services as set forth in Consultant’s January, 22, 2023 proposal to City attached hereto as Exhibit C-1 and incorporated herein by this reference.

Initials: (City) \_\_\_\_\_ (Consultant) \_\_\_\_\_

**TO EFFECTUATE THIS AGREEMENT**, the parties have caused their duly authorized representatives to execute this Agreement on the dates set forth below.

**“City”**  
**City of Calabasas**

**“Consultant”**  
**Willdan Engineering**

By: \_\_\_\_\_  
Alicia Weintraub, Mayor

By: \_\_\_\_\_  
Adel Freij, Director City Engineering

Date: \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Curtis Castle, Public Works Director

By: \_\_\_\_\_  
Kate Nguyen, Secretary

Date: \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Kindon Meik, City Manager

Date: \_\_\_\_\_

Attest:

By: \_\_\_\_\_  
Maricela Hernandez, MMC  
City Clerk

Date: \_\_\_\_\_

Approved as to form:

By: \_\_\_\_\_  
Matthew T. Summers, City Attorney

Date: \_\_\_\_\_



December 22, 2023

Mr. Curtis Castle, P.E.  
Public Works Director  
City of Calabasas  
100 Civic Center Way  
Calabasas, CA 91302

Subject: Proposal to Provide NPDES Services for FY 2023/24 and 2024/25

Dear Mr. Castle:

Willdan Engineering (Willdan) is pleased to submit this letter proposal to provide National Pollutant Discharge Elimination System (NPDES) Services for FY 2023/24 and FY 2024/25. Per our meeting on December 4, 2023 and follow-up coordination, the following are the scope of services and fee as we discussed for the requested tasks.

## **SCOPE OF SERVICES**

### **Task 1: Industrial and Commercial Facilities Program**

For compliance with NPDES Permit, Order No. R4-2021-0105, Willdan will provide an inspection at all Automotive Service Facilities, Restaurants, Retail Gasoline Outlets, Nurseries, and USEPA "Phase I" Facilities with applicable Standard Industrial Classification (SIC) code within the City's jurisdiction. The Permit requires one round of inspections to be completed every two years, ensuring that the first mandatory inspection is completed no later than two years after the effective date of the Permit (September 11, 2021). A minimum of six months is required between the first and second rounds. The City has not yet completed the first round of inspections under the current NPDES Permit.

As requested, Willdan will provide training at City Hall to applicable staff on our approach to conducting inspections at industrial and commercial facilities that meet the intent of the Permit Program for the first round of inspections during FY 2023/24. The training will be a combination of onsite training at City Hall and example field inspections with City staff. Willdan will utilize its experience in implementing this Program to ensure the facility does not create a potential illicit discharge nor negatively impact water quality objectives for municipal stormwater discharges. Prior to inspections and training, Willdan will request the most recent business license list from the City to select the facilities, based upon SIC codes, that are subject to the Program. The facilities list, inspection forms, and educational materials for facility distribution will be developed and provided by Willdan to the City for use during inspections. Training will include a step-by-step approach for commercial and industrial inspections. Our general approach to all inspections is to observe site conditions, facility operations, and employee practices with as little interruption to the business as possible. City staff will be expected to complete the remainder of facility inspections and return the completed forms to Willdan for tracking and data management. The City may need to conduct follow-up inspections as found necessary. Willdan will be available for City staff questions and assistance during the duration of the inspections.

For the second round of inspections in FY 2024/25, it is assumed City staff have been trained on the program. Similar to the first round, Willdan will provide the materials, data management, and will be available to answer City staff questions during the inspections. It is assumed the first half of the second round of inspections will occur in FY 2024/25, so long as there are six months between rounds, and the second half of the inspections in FY 2025/26.

## **Task 2: Trash TMDL Management**

As the City is restricted to trash full capture device equivalency due to sump and substandard conditions, the City has been implementing a combination of full capture devices, partial capture devices, and institutional control measures. As a result, the City has been implementing a Daily Generation Rate (DGR) study carried out annually to comply with the final effluent limitations for the Los Angeles River and Malibu Creek Trash Total Maximum Daily Loads (TMDLs). The purpose of the DGR study, as described in IV.E.5.b.i(2)(b) of the 2012 MS4 Permit, states “trash discharges from areas addressed by institutional controls and/or partial capture devices (where site-specific performance data is not available) shall be calculated using a mass balance approach, based on the daily generation rate (DGR) for a representative area.” The original study development was likely based on the requirements described in IV.E.5.b.i(2)(b) of the 2012 MS4 Permit. Since the recent adoption of the 2021 Regional MS4 Permit, the DGR study requirements have not changed.

The City does not have a record of the original DGR study. As a result, Willdan will contact the Los Angeles Regional Water Quality Control Board (Regional Board) to receive the approved or submitted copy of the study. If the Regional Board does not have record of the study, Willdan will develop a study based upon representative areas of specific land uses within the City, street sweeping frequency and patterns, and existing institutional control measures. The study will be developed and submitted to the Regional Board for approval prior to the next study period, which is expected to be August 2024.

The DGR study will likely be conducted once per week from August 1 to August 30, a 30-day period. Prior to August 1st, catch basins located in each study area will be cleared of existing debris. Once per week during the 30-day period, staff will survey the entirety of the collection routes in the study area for trash. Trash will be collected in each representative area, recorded for quantity, type, and estimated weight using a digital hanging scale, and then properly disposed of. Following the 30-day period, catch basins will once again be cleared of debris that accumulated during the study. Staff will be present during the clean-out to record the quantity, type, and estimated weight of trash removed.

Per Section IV.B.3.b.ii. and Attachment I\_c (Trash Reporting Forms) of the 2021 Permit, the DGR will be calculated as the total amount of trash collected during the study period divided by the length of the collection period. Next, a mass balance equation will be used to estimate the amount of trash discharged during a storm event. The storm event trash discharge for a given rain event in the City’s drainage area will be calculated by multiplying the number of days since the last street sweeping by the DGR and subtracting the amount of trash recovered in catch basins. For each day of a storm event that generates precipitation greater than 0.25 inch, the City will calculate the storm event trash discharge. The sum of the storm event trash discharges for the storm year will be the City’s annual trash discharge.

The information collected and calculated above for the storm year, October 1 to September 30, will be reported in the annual report for the preceding fiscal year. Data will be entered into the

appropriate spreadsheets of the Trash Reporting Forms in addition to the full and partial capture device inventory. The DGR study is expected to be conducted during the month of August every year and reported annually thereafter in the NPDES Annual Report.

Additionally, Willdan will revise the current Trash Reporting Forms to ensure they are representative of the catch basins and devices within each of the Malibu Creek and Los Angeles River Watersheds.

### Task 3: NPDES Reporting

Per the requirements of the NPDES Regional Permit, Order No. R4-2021-0105, the City is required to submit an Annual Report to the Los Angeles Regional Water Quality Control Board (Regional Board) detailing the City's permit-related activities for the previous reporting year, the period of July 1 to June 30 annually. The Regional Board requires the annual report be submitted annually, by December 15, with a comprehensive reporting of the City's stormwater activities at the local and watershed level. Additionally, the City is required to submit a semi-annual report with project-specific information for the period of July 1 to December 31, by June 15<sup>th</sup> annually. The City is located in both the Upper Los Angeles River (ULAR) watershed and Malibu Creek Watershed (MCW) and is therefore subject to submit information to the two watershed group leads (City of Los Angeles and City of Agoura Hills, respectively) by watershed-established internal deadlines. Each watershed group submits watershed-wide and city-specific data to the Regional Board by the December 15<sup>th</sup> deadline. Both watershed groups rely on the Watershed Reporting and Adaptive Management and Planning System (WRAMPS) to receive project-specific data from their respective agencies. Note the NPDES Annual Report budget is excluded for the current FY due to current signed NPDES Annual Report letter proposal dated September 8, 2023.

#### 3.1 - FY 2023/24 NPDES Annual Report

- **Individual Annual Report:** Willdan will review the City's previously submitted NPDES Annual Reports and begin development of the FY 2023/24 Annual Report Individual Form (NPDES Permit, Attachment H\_c) and Trash Reporting Forms (NPDES Permit Attachment I\_c). Willdan will determine what information will need to be requested from the City and will work closely with City departments to gather the information in an efficient manner. Project-specific information will be uploaded to WRAMPS for use by the watershed leads to develop the WMP Progress Report Form. Willdan has access to the City's WRAMPS portal and will upload project information and documentation as requested by each Group Lead.
- **Review of the WMP Progress Report Forms and Monitoring Data:** Each watershed lead is expected to provide a draft WMP Progress Report Form and monitoring data for agency review and comment. Willdan will provide comments, as necessary, and ensure the City is apprised of any comments that need to be submitted to each watershed lead for consideration. Willdan will help respond to any City-specific requests for information from each watershed, such as the completion of the certification statement.
- **Submittal to the Regional Board:** Each watershed lead provides the final submittal of all required reports to the Regional Board by the December 15<sup>th</sup> deadline. However, Willdan will ensure the submittal reflects the final revisions from the City, includes all required documents, and that the report is submitted in a timely manner.



### 3.2 - FY 2024/25 Semi-annual Report

- Willdan will assist the City to develop the FY 2024/25 Semi-annual Report, which will cover the period of July 1, 2024 to December 31, 2024. The semi-annual report will consist of the City's project-specific data for the aforementioned reporting period, which will be submitted to WRAMPS for use by each watershed lead to develop the WMP Progress Report Form. Willdan will review the draft WMP Progress Report Form and watershed monitoring data and provide comments as necessary. Additionally, Willdan will ensure each watershed group's final report is complete and accurate, and submitted to the Regional Board by the June 15<sup>th</sup> deadline.

#### Task 4: Measure W

Measure W: Safe, Clean Water Program (SCWP), a special parcel tax, was approved by Los Angeles County voters in November 2018. The SCWP provides dedicated funding for water quality and water supply projects in the County. The Los Angeles County Flood Control District (District) acts as the administrator of the SCWP. The SCWP consists of the Regional (50%), Municipal (40%), and District (10%) programs, of which the tax revenue is distributed per the aforementioned percentages. The City is subject to a Transfer Agreement with the District for activities under the Municipal Program. The City receives approximately \$390,000 annually to be spent on eligible projects and programs. Per the Transfer Agreement, the City is required to complete the following plans and reports:

Annual Plan: To be submitted to the District by April 1<sup>st</sup> annually for the upcoming Fiscal Year (FY).

Annual Progress/Expenditure Report (Annual Report): To be submitted to the District by December 31<sup>st</sup> annually for the preceding FY.

Audit: Independent audit to be completed by March 31<sup>st</sup> every three years, detailing the preceding three years of expenditures.

#### 4.1 - Annual Plan

The City desires to have the Annual Plans for FY 2024/25 and FY 2025/26 developed. With a general understanding of the projects and programs, the City would like to include in its Annual Plans, Willdan will provide an e-mail to the City with a number of scenarios for how the City may structure its Annual Plan. Additionally, Willdan may request additional project/program details to fulfill reporting module's required sections. Willdan will input programs into the "Activities" section of the reporting module and input programs into the "Annual Plan" section of the reporting module. Once the Annual Plan(s) is completed, Willdan will provide a PDF draft to the City for review, comment, and approval. Once approved, Willdan will submit the Annual Plan to the District using the reporting module. A final copy of the Annual Plan and confirmation of the submittal will be transmitted from Willdan to the City for their records.

#### 4.2 - Annual Report

The City desires to have the FY 2022/23 and FY 2023/24 reports developed and submitted. Willdan will request documentation of the City's SCWP expenditures for the reporting year (July 1 – June 30), which includes, but is not limited to financial ledgers,



remittance of funds, and invoices. Additionally, Willdan may request project/program details to fulfill the reporting module’s required sections. Willdan will input programs into the “Activities” section of the reporting module and input programs into the “Annual Report” section of the reporting module, including expenditures and program updates (as necessary). Once the Annual Report is completed, Willdan will provide a PDF draft to the City for review, comment, and approval. Per the Municipal Transfer Agreement, if a deviation is found between the annual plan and the annual report, Willdan will draft an e-mail notification to the District for the City’s approval, detailing the change from the annual plan. Once the report and notification e-mail (if applicable) are approved by the City, Willdan will submit the Annual Report to the District using the reporting module and transmit the notification e-mail to the District if necessary. A final copy of the Annual Report and confirmation of the submittal will be transmitted from Willdan to the City for their records.

**4.3 - As-Needed Measure W Assistance**

Willdan is available to assist in the event the City would like technical guidance to respond to District comments or questions, or provide revisions to the submitted documents as found necessary by City or District staff. Additionally, Willdan is available to answer any questions the City may have, provide information related to the Measure W Audit, attend relevant meetings, and review documents applicable to the City related to the SCWP as requested by the City.

Note this task becomes budgeted as “as-needed” in FY 2024/25.

**Task 5: As-needed Tasks**

Willdan will provide assistance with additional NPDES-related tasks that include, but are not limited to, Permit-required training (unrelated to Task 1 training), technical assistance related to TMDLs and compliance strategy, meeting attendance, and document review as requested by the City. In FY 2024/25, Measure W tasks described in Task 4 may be requested on an as-needed basis by City staff.

**FEE**

Per the budget tables in Exhibits A and B, Willdan shall perform the above-mentioned scope of work on a time-and-material basis and will invoice monthly. The hourly rate schedule is included as Exhibit C.

<b>Fiscal Year</b>	<b>Fee Not-to-Exceed</b>
FY 2023/2024	\$44,000
FY 2024/2025	\$52,500

December 22, 2023

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Thank you for the opportunity to be of service to the City of Calabasas. We recognize the importance of this work to the City and are committed to realizing its timely and successful completion. If there are any questions regarding this submittal, please contact Ms. Kelsey Reed at (818) 383-3092 or email [kreed@willdan.com](mailto:kreed@willdan.com).

Respectfully submitted,

**WILLDAN ENGINEERING**

A handwritten signature in black ink, appearing to read "Adel M. Freij", with a stylized flourish at the end.

Adel M. Freij, PE  
*Director - Engineering*

Enclosures

910005/WW.00.30/P23-397\_25978





# Exhibit A

## FY 2023/24 Budget Estimate

City of Calabasas		FY 2023/24 NPDES Proposed Budget	
Task	Subtask	Cost Estimate <sup>1</sup>	Assumptions
<b>1. Industrial and Commercial Facilities Program<sup>2</sup></b>			
1.1	City Staff Inspections	\$4,500	Willdan to manage and organize the program. Willdan to train City staff (4 hours) combined meeting/field time. City staff to complete inspections. Assumes 40 City staff hours and 75 facilities.
<b>Subtotal</b>		<b>\$4,500</b>	
<b>2. Trash TMDL Management</b>			
2.1	Trash Daily Generation Rate Study Document Development	\$15,000	Development of new DGR Study, if necessary.
2.2	Trash Daily Generation Rate Study	\$1,500	Organization and preparation for the FY 24/25 study.
2.3	Update Trash Reporting Forms	\$1,500	Update forms to be representative of the LA River and Malibu Creek Trash TMDLs.
<b>Subtotal</b>		<b>\$18,000</b>	
<b>3. NPDES Reporting<sup>3</sup></b>			
3.1	Annual Report	\$0	Due to Regional Board December 15th annually. FY 2022/23 report included in signed letter proposal dated September 8, 2023.
3.2	Semi-annual Report	\$0	proposal dated September 8, 2023.
<b>Subtotal</b>		<b>\$0</b>	
<b>4. Measure W</b>			
4.1	Municipal Annual Report	\$5,000	Due by December 31st Annually. Includes any follow-up comments from District.
4.2	Municipal Annual Plan	\$5,000	Due by April 1st annually. Includes any follow-up comments from District.
4.3	As-needed Measure W Tasks	\$3,000	Meetings (ie. WASC, scoring committee), document review, audit guidance, etc.
<b>Subtotal</b>		<b>\$13,000</b>	
<b>5. As-needed Tasks</b>			
5.1	Staff Training	\$1,000	Assumes desktop modules to applicable staff to fulfill requirement. City can request virtual or in person training if desired.
5.2	Meeting Attendance	\$2,500	ULAR WMG, MCW WMG, LA Permit Group, etc. Includes summary and notification of upcoming tasks and deadlines
5.3	Technical Assistance and Document Review	\$5,000	Review of City WMP implementation, monitoring data, TMDLs, Permits, and associated regulatory tasks.
<b>Subtotal</b>		<b>\$8,500</b>	
<b>Grand Total</b>		<b>\$44,000</b>	
<b>Footnotes</b>			
<sup>1</sup> Assumes effort for the remainder of FY 2023/24. Budget is based upon time and material, not-to-exceed the value of the option chose			
<sup>2</sup> Budget subject to change pending finalization of number facilities.			
<sup>3</sup> NPDES Annual Report budget to be excluded for the current FY due to current signed NPDES Annual Report letter proposal dated September			

# Exhibit B

## FY 2024/25 Budget Estimate

City of Calabasas		FY 2024/25 NPDES Proposed Budget		
Task	Subtask	Cost Estimate <sup>1</sup>		Assumptions
<b>1. Industrial and Commercial Facilities Program<sup>2</sup></b>				
	1.1 City Staff Inspections		\$2,500	Willdan to manage and organize the program. Assumes no training of City staff. City staff to complete inspections. Assumes 20 City staff hours. Assumes half facilities inspected for "Round 2" of inspections. Second half of "Round 2" to be completed in FY 2025/26.
	<b>Subtotal</b>		<b>\$2,500</b>	
<b>2. Trash TMDL Management</b>				
	2.1 Trash Daily Generation Rate Study Document Development		\$0	To be completed in FY 2023/24
	2.2 Trash Daily Generation Rate Study		\$10,000	Field work to complete the study and development of trash reporting forms for FY 2023/24.
	2.3 Update Trash Reporting Forms		\$0	To be completed in FY 2023/24
	<b>Subtotal</b>		<b>\$10,000</b>	
<b>3. NPDES Reporting</b>				
	3.1 Annual Report		\$8,500	Due to Regional Board December 15th annually. For completion of the FY 2023/24 annual report
	3.2 Semi-annual Report		\$1,500	Due to Regional Board June 15th annually. For completion of the FY 2024/25 semi-annual report.
	<b>Subtotal</b>		<b>\$10,000</b>	
<b>4. As-needed Tasks</b>				
	4.1 Staff Training		\$2,000	Assumes in-person training.
	4.2 Meeting Attendance		\$5,000	ULAR WMG, MCW WMG, LA Permit Group, etc. Includes summary and notification of upcoming tasks and deadlines
	4.3 Technical Assistance and Document Review		\$10,000	Review of City WMP implementation, monitoring data, TMDLs, Permits, and associated regulatory tasks.
	4.4 Measure W Tasks		\$13,000	Includes Municipal Annual Report, Municipal Annual Plan, and as-needed Measure W tasks (ie. meetings, document review, etc.)
	<b>Subtotal</b>		<b>\$30,000</b>	
	<b>Grand Total</b>		<b>\$52,500</b>	
<b>Footnotes</b>				
<sup>1</sup> Assumes effort for entirety of FY 2024/25. Budget is based upon time and material, not-to-exceed the value of the option chose by the City.				
<sup>2</sup> Budget subject to change pending finalization of number facilities.				



**Exhibit C**  
Hourly Rate Schedule



# Schedule of Hourly Rates

Effective July 1, 2023 to June 30, 2024

DESIGN ENGINEERING		BUILDING AND SAFETY		CONSTRUCTION MANAGEMENT	
Technical Aide I	\$77	Assistant Code Enforcement Officer	\$103	Labor Compliance Specialist	\$139
Technical Aide II	\$100	Code Enforcement Officer	\$118	Labor Compliance Manager	\$174
Technical Aide III	\$120	Senior Code Enforcement Officer	\$139	Utility Coordinator	\$167
CAD Operator I	\$126	Supervisor Code Enforcement	\$168	Office Engineer I	\$140
CAD Operator II	\$146	Plans Examiner Aide	\$110	Office Engineer II	\$159
CAD Operator III	\$162	Plans Examiner	\$168	Assistant Construction Manager	\$152
GIS Analyst I	\$164	Senior Plans Examiner	\$184	Construction Manager	\$176
GIS Analyst II	\$180	Assistant Construction Permit Specialist	\$118	Senior Construction Manager	\$191
GIS Analyst III	\$191	Construction Permit Specialist	\$124	Resident Engineer I	\$198
Environmental Analyst I	\$140	Senior Construction Permit Specialist	\$146	Resident Engineer II	\$206
Environmental Analyst II	\$157	Supervising Construction Permit Specialist	\$154	Project Manager IV	\$223
Environmental Analyst III	\$166	Assistant Building Inspector	\$139	Deputy Director	\$231
Environmental Specialist	\$180	Building Inspector	\$154	Director	\$237
Designer I	\$168	Senior Building Inspector	\$168	<b>INSPECTION SERVICES</b>	
Designer II	\$174	Supervising Building Inspector	\$184	Public Works Observer **	\$125
Senior Designer I	\$184	Inspector of Record	\$196	Public Works Observer ***	\$151
Senior Designer II	\$193	Deputy Building Official	\$196	Senior Public Works Observer**	\$136
Design Manager	\$191	Building Official	\$198	Senior Public Works Observer ***	\$151
Senior Design Manager	\$198	Plan Check Engineer	\$192	<b>MAPPING AND EXPERT SERVICES</b>	
Project Manager I	\$177	Supervising Plan Check Engineer	\$194	Survey Analyst I	\$143
Project Manager II	\$197	Principal Project Manager	\$227	Survey Analyst II	\$164
Project Manager III	\$207	Deputy Director	\$231	Senior Survey Analyst	\$187
Project Manager IV	\$223	Director	\$237	Supervisor - Survey & Mapping	\$197
Principal Project Manager	\$227	<b>PLANNING</b>		Principal Project Manager	\$227
Program Manager I	\$197	CDBG Technician	\$82	<b>LANDSCAPE ARCHITECTURE</b>	
Program Manager II	\$209	CDBG Specialists	\$98	Assistant Landscape Architect	\$146
Program Manager III	\$228	CDBG Analyst	\$116	Associate Landscape Architect	\$168
Assistant Engineer I	\$137	CDBG Coordinator	\$144	Senior Landscape Architect	\$184
Assistant Engineer II	\$153	CDBG Manager	\$174	Principal Landscape Architect	\$195
Assistant Engineer III	\$161	Housing Programs Coordinator	\$144	Principal Project Manager	\$227
Assistant Engineer IV	\$170	Planning Technician	\$123		
Associate Engineer I	\$179	Assistant Planner	\$154		
Associate Engineer II	\$186	Associate Planner	\$168		
Associate Engineer III	\$190	Senior Planner	\$191		
Senior Engineer I	\$194	Principal Planner	\$198		
Senior Engineer II	\$198	Planning Manager	\$211		
Senior Engineer III	\$201	Deputy Director	\$231		
Senior Engineer IV	\$204	Director	\$237		
Supervising Engineer	\$209	<b>ADMINISTRATIVE</b>			
Traffic Engineer I	\$209	Administrative Assistant I	\$95		
Traffic Engineer II	\$223	Administrative Assistant II	\$114		
City Engineer I	\$223	Administrative Assistant III	\$133		
City Engineer II	\$227	Project Accountant I	\$107		
Deputy Director	\$231	Project Accountant II	\$125		
Director	\$237	Project Controller I	\$133		
Principal Engineer	\$257	Project Controller II	\$150		

\*\* For Non-Prevailing Wage Project      \*\*\* For Prevailing Wage Project  
Mileage/Field Vehicle usage will be charged at the rate in accordance with the current FTR mileage reimbursement rate, subject to negotiation.

Additional billing classifications may be added to the above listing during the year as new positions are created. Consultation in connection with litigation and court appearances will be quoted separately. The above schedule is for straight time. Overtime will be charged at 1.5 times, and Sundays and holidays, 2.0 times the standard rates. Blueprinting, reproduction, messenger services, and printing will be invoiced at cost plus fifteen percent (15%). A sub consultant management fee of fifteen percent (15%) will be added to the direct cost of all sub consultant services to provide for the cost of administration, consultation, and coordination. Valid July 1, 2023 thru June 30, 2024, thereafter, the rates may be raised once per year to the value between the 12-month % change of the Consumer Price Index for the Los Angeles/Orange County/Sacramento/San Francisco/San Jose area and five percent. For prevailing wage classifications, the increase will be per the prevailing wage increase set by the California Department of Industrial Relations.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

11/9/2024

11/7/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Lockton Insurance Brokers, LLC CA License #0F15767 777 S. Figueroa Street, 52nd fl. Los Angeles CA 90017 213-689-0065	CONTACT NAME:	
	PHONE (A/C, No. Ext):	FAX (A/C, No):
	E-MAIL ADDRESS:	
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A : Transportation Insurance Company		20494
INSURER B : Allied World Surplus Lines Insurance Company		24319
INSURER C : National Fire Insurance Co of Hartford		20478
INSURER D : The Continental Insurance Company		35289
INSURER E : American Casualty Company of Reading, PA		20427
INSURER F :		

COVERAGES WILLD01 CERTIFICATE NUMBER: 18920309 REVISION NUMBER: XXXXXXXX

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

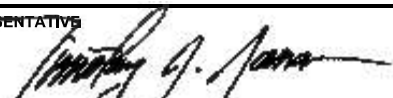
INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
C	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Emp. Benefits Liab. <input checked="" type="checkbox"/> Contr. Liab. Incl. GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC <input type="checkbox"/> OTHER:	Y	Y	7063481190	11/9/2023	11/9/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY	Y	N	7063481156	11/9/2023	11/9/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ XXXXXXXX BODILY INJURY (Per accident) \$ XXXXXXXX PROPERTY DAMAGE (Per accident) \$ XXXXXXXX \$ XXXXXXXX
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$			NOT APPLICABLE			EACH OCCURRENCE \$ XXXXXXXX AGGREGATE \$ XXXXXXXX \$ XXXXXXXX
D E	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input checked="" type="checkbox"/> N	N/A	7063481173 (AOS) 7063481187 (CA)	11/9/2023 11/9/2023	11/9/2024 11/9/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
B	Arch&Eng Prof	N	N	0313-5950	11/9/2023	11/9/2024	Per Claim:\$1,000,000 Aggregate:\$2,000,000

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)**

Re: Professional services agreement for improvement plan, geotechnical review, and final map review, Amendment No. 1 City of Calabasas and its officers, employees, agents and volunteers are included as additional insureds as respects to General and Auto Liability in accordance with General Liability and Auto Liability policy provisions. General Liability policy excludes claims arising out of the performance of professional services. Independent Contractors are included as respects to General Liability. Primary and Non-Contributing coverage, Waiver of Subrogation applies to GL and Work Comp in accordance with GL and WC policy provisions. (VENTURA)

## CERTIFICATE HOLDER

## CANCELLATION See Attachments

<b>18920309</b> City of Calabasas Attn: City Manager 100 Civic Center Way Calabasas CA 91302	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

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CNA PARAMOUNT

## Blanket Additional Insured - Owners, Lessees or Contractors - with Products-Completed Operations Coverage Endorsement

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

It is understood and agreed as follows:

- I. **WHO IS AN INSURED** is amended to include as an **Insured** any person or organization whom you are required by **written contract** to add as an additional insured on this **coverage part**, but only with respect to liability for **bodily injury, property damage or personal and advertising injury** caused in whole or in part by your acts or omissions, or the acts or omissions of those acting on your behalf:
  - A. in the performance of your ongoing operations subject to such **written contract**; or
  - B. in the performance of **your work** subject to such **written contract**, but only with respect to **bodily injury or property damage** included in the **products-completed operations hazard**, and only if:
    1. the **written contract** requires you to provide the additional insured such coverage; and
    2. this **coverage part** provides such coverage.
- II. But if the **written contract** requires:
  - A. additional insured coverage under the 11-85 edition, 10-93 edition, or 10-01 edition of CG2010, or under the 10-01 edition of CG2037; or
  - B. additional insured coverage with "arising out of" language; or
  - C. additional insured coverage to the greatest extent permissible by law;
 then paragraph I. above is deleted in its entirety and replaced by the following:
 

**WHO IS AN INSURED** is amended to include as an **Insured** any person or organization whom you are required by **written contract** to add as an additional insured on this **coverage part**, but only with respect to liability for **bodily injury, property damage or personal and advertising injury** arising out of **your work** that is subject to such **written contract**.
- III. Subject always to the terms and conditions of this policy, including the limits of insurance, the Insurer will not provide such additional insured with:
  - A. coverage broader than required by the **written contract**; or
  - B. a higher limit of insurance than required by the **written contract**.
- IV. The insurance granted by this endorsement to the additional insured does not apply to **bodily injury, property damage, or personal and advertising injury** arising out of:
  - A. the rendering of, or the failure to render, any professional architectural, engineering, or surveying services, including:
    1. the preparing, approving, or failing to prepare or approve maps, shop drawings, opinions, reports, surveys, field orders, change orders or drawings and specifications; and
    2. supervisory, inspection, architectural or engineering activities; or
  - B. any premises or work for which the additional insured is specifically listed as an additional insured on another endorsement attached to this **coverage part**.
- V. Under **COMMERCIAL GENERAL LIABILITY CONDITIONS**, the Condition entitled **Other Insurance** is amended to add the following, which supersedes any provision to the contrary in this Condition or elsewhere in this **coverage part**:

### Primary and Noncontributory Insurance

CNA75079XX (10-16)  
Page 1 of 2  
National Fire Insurance Of Hartford  
Insured Name: Willdan Engineering

Policy No: 7063481190  
Endorsement No:  
Effective Date: 11/9/2023



CNA PARAMOUNT

## Blanket Additional Insured - Owners, Lessees or Contractors - with Products-Completed Operations Coverage Endorsement

With respect to other insurance available to the additional insured under which the additional insured is a named insured, this insurance is primary to and will not seek contribution from such other insurance, provided that a **written contract** requires the insurance provided by this policy to be:

1. primary and non-contributing with other insurance available to the additional insured; or
2. primary and to not seek contribution from any other insurance available to the additional insured.

But except as specified above, this insurance will be excess of all other insurance available to the additional insured.

**VI. Solely with respect to the insurance granted by this endorsement, the section entitled **COMMERCIAL GENERAL LIABILITY CONDITIONS** is amended as follows:**

The Condition entitled **Duties In The Event of Occurrence, Offense, Claim or Suit** is amended with the addition of the following:

Any additional insured pursuant to this endorsement will as soon as practicable:

1. give the Insurer written notice of any **claim**, or any **occurrence** or offense which may result in a **claim**;
2. send the Insurer copies of all legal papers received, and otherwise cooperate with the Insurer in the investigation, defense, or settlement of the **claim**; and
3. make available any other insurance, and tender the defense and indemnity of any **claim** to any other insurer or self-insurer, whose policy or program applies to a loss that the Insurer covers under this **coverage part**. However, if the **written contract** requires this insurance to be primary and non-contributory, this paragraph 3. does not apply to insurance on which the additional insured is a named insured.

The Insurer has no duty to defend or indemnify an additional insured under this endorsement until the Insurer receives written notice of a **claim** from the additional insured.

**VII. Solely with respect to the insurance granted by this endorsement, the section entitled **DEFINITIONS** is amended to add the following definition:**

**Written contract** means a written contract or written agreement that requires you to make a person or organization an additional insured on this **coverage part**, provided the contract or agreement:

- A. is currently in effect or becomes effective during the term of this policy; and
- B. was executed prior to:

1. the **bodily injury or property damage**; or
  2. the offense that caused the **personal and advertising injury**;
- for which the additional insured seeks coverage.

Any coverage granted by this endorsement shall apply solely to the extent permissible by law.

All other terms and conditions of the Policy remain unchanged.

This endorsement, which forms a part of and is for attachment to the Policy issued by the designated Insurers, takes effect on the effective date of said Policy at the hour stated in said Policy, unless another effective date is shown below, and expires concurrently with said Policy.

**Architects, Engineers and Surveyors General Liability  
Extension Endorsement****COMMERCIAL GENERAL LIABILITY COVERAGE PART****24. WAIVER OF SUBROGATION - BLANKET**

Under **CONDITIONS**, the condition entitled **Transfer Of Rights Of Recovery Against Others To Us** is amended to add the following:

The Insurer waives any right of recovery the Insurer may have against any person or organization because of payments the Insurer makes for injury or damage arising out of:

1. the **Named Insured's** ongoing operations; or
2. **your work** included in the **products-completed operations hazard**.

However, this waiver applies only when the **Named Insured** has agreed in writing to waive such rights of recovery in a written contract or written agreement, and only if such contract or agreement:

1. is in effect or becomes effective during the term of this **Coverage Part**; and
2. was executed prior to the **bodily injury, property damage or personal and advertising injury** giving rise to the **claim**.







### Changes - Notice of Cancellation or Material Restriction Endorsement

This endorsement modifies insurance provided under the following:

- COMMERCIAL GENERAL LIABILITY COVERAGE PART
- EMPLOYEE BENEFITS LIABILITY COVERAGE PART
- LIQUOR LIABILITY COVERAGE PART
- OWNERS AND CONTRACTORS PROTECTIVE LIABILITY COVERAGE PART
- PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART
- RAILROAD PROTECTIVE LIABILITY COVERAGE PART
- STOP GAP LIABILITY COVERAGE PART
- TECHNOLOGY ERRORS AND OMISSIONS LIABILITY COVERAGE PART
- SPECIAL PROTECTIVE AND HIGHWAY LIABILITY POLICY- NEW YORK DEPARTMENT OF TRANSPORTATION

#### SCHEDULE

**Number of days notice (other than for nonpayment of premium):** 30

**Number of days notice for nonpayment of premium:** 10

**Name of person or organization to whom notice will be sent:** ANY PERSON OR ORGANIZATION TO WHOM YOU HAVE AGREED IN A WRITTEN CONTRACT THAT NOTICE OF CANCELLATION OF THIS POLICY WILL BE

GIVEN, BUT ONLY IF:

**Address:**

1. YOU SEND US A WRITTEN REQUEST TO PROVIDE SUCH NOTICE, INCLUDING THE NAME AND ADDRESS OF SUCH PERSON OR ORGANIZATION, AFTER THE FIRST NAMED INSURED SHOWN IN THE DECLARATIONS RECEIVES NOTICE FROM US OF THE CANCELLATION OF THIS POLICY; AND DAYS BEFORE THE BEGINNING OF THE APPLICABLE NUMBER OF DAYS SHOWN IN THIS SCHEDULE..

If no entry appears above, the number of days notice for nonpayment of premium will be 10 days.

It is understood and agreed that in the event of cancellation or any material restrictions in coverage during the **policy period**, the Insurer also agrees to mail prior written notice of cancellation or material restriction to the person or organization listed in the above Schedule. Such notice will be sent prior to such cancellation in the manner prescribed in the above Schedule.

All other terms and conditions of the Policy remain unchanged.

This endorsement, which forms a part of and is for attachment to the Policy issued by the designated Insurers, takes effect on the effective date of said Policy at the hour stated in said Policy, unless another effective date is shown below, and

# Request for Taxpayer Identification Number and Certification

**Give Form to the  
 requester. Do not  
 send to the IRS.**

▶ Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	<p><b>1</b> Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.                  Willdan Engineering</p> <p><b>2</b> Business name/disregarded entity name, if different from above</p>	
	<p><b>3</b> Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.</p> <p> <input type="checkbox"/> Individual/sole proprietor or single-member LLC                         <input checked="" type="checkbox"/> C Corporation                         <input type="checkbox"/> S Corporation                         <input type="checkbox"/> Partnership                         <input type="checkbox"/> Trust/estate  <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____  <b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is <b>not</b> disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.  <input type="checkbox"/> Other (see instructions) ▶ _____                 </p>	<p><b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p style="font-size: small;">(Applies to accounts maintained outside the U.S.)</p>
	<p><b>5</b> Address (number, street, and apt. or suite no.) See instructions.                  PO Box 51645</p> <p><b>6</b> City, state, and ZIP code                  Los Angeles, CA 90051-5945</p>	<p>Requester's name and address (optional)</p>
	<p><b>7</b> List account number(s) here (optional)</p>	

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

<b>Social security number</b>									
<b>or</b>									
<b>Employer identification number</b>									
9	5		2	2	9	5	8	5	8

**Part II Certification**

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶ 5/31/2023
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## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*