

CITY OF UPLAND PROFESSIONAL SERVICES AGREEMENT

This Agreement is made and entered into as of October 13, 2025, by and between the City of Upland, a public agency organized and operating under the laws of the State of California with its principal place of business at 460 N. Euclid Avenue, Upland, CA 91786 ("City"), and Cornerstone Utility Engineering, a California Corporation, with its principal place of business at 13392 Amargosa Road, Victorville CA 92392 (hereinafter referred to as "Consultant"). City and Consultant are sometimes individually referred to as "Party" and collectively as "Parties" in this Agreement.

RECITALS

A. City is a public agency of the State of California and is in need of professional services for the following project:

Completion of Plans, Specifications and estimates for undergrounding of electrical transmission lines and storm drain (hereinafter referred to as PSE or "the Project").

B. Consultant is duly licensed and has the necessary qualifications to provide such services.

C. The Parties desire by this Agreement to establish the terms for City to retain Consultant to provide the services described herein.

AGREEMENT

NOW, THEREFORE, IT IS AGREED AS FOLLOWS:

1. Services.

Consultant shall provide the City with the services described in the Scope of Work attached hereto as Exhibit "A" ("Services").

2. Compensation.

a. Subject to paragraph 2(b) below, the City shall pay for the Services at the rates set forth in Exhibit "B" attached hereto.

b. Subject to the provisions set forth in subsection 2.c. hereinafter, the total amount paid by the City for the Services rendered by Consultant under this Agreement shall not exceed the sum of \$225,000 (Two Hundred Twenty-Five Thousand Dollars). This amount is to cover all printing and related costs, and the City will not pay any additional fees for printing expenses. Periodic payments shall be made within 30 days of receipt by the City of a monthly invoice which includes a detailed description of the work performed. Payments to Consultant for work performed will be made on a monthly billing basis.

c. The City Manager may approve Additional Work, as further defined in Section 3, up to ten percent (10%) of the amount of the Agreement. In no event shall the total sum of payment made by the City to consultant pursuant to this Agreement exceed \$247,500

(Two Hundred Forty-Seven Thousand Five Hundred Dollars). Any additional work and payment in excess of this amount shall be subject to approval by the City Council.

3. Additional Work.

If changes in the work seem merited by Consultant or the City, and informal consultations with the other Party indicate that a change is warranted, it shall be processed in the following manner: a letter outlining the changes shall be forwarded to the City by Consultant with a statement of estimated changes in fee or time schedule. An amendment to this Agreement shall be prepared by the City and executed by both Parties before performance of such services, or the City will not be required to pay for the changes in the scope of work. Such amendment shall not render ineffective or invalidate unaffected portions of this Agreement.

4. Maintenance of Records.

Books, documents, papers, accounting records, and other evidence pertaining to costs incurred shall be maintained by Consultant and made available at all reasonable times during the contract period and for four (4) years from the date of final payment under the contract for inspection by City.

5. Term.

Consultant shall perform its services in a prompt and timely manner and shall commence performance upon receipt of written notice from the City to proceed ("Notice to Proceed"). Consultant shall complete the services required hereunder within 16 months following the Notice to Proceed ending on December 31, 2026.

6. Delays in Performance.

a. Neither City nor Consultant shall be considered in default of this Agreement for delays in performance caused by circumstances beyond the reasonable control of the non-performing Party. For purposes of this Agreement, such circumstances include but are not limited to, abnormal weather conditions; floods; earthquakes; fire; epidemics; pandemics; war; riots and other civil disturbances; strikes, lockouts, work slowdowns, and other labor disturbances; sabotage or judicial restraint.

b. Should such circumstances occur, the non-performing Party shall, within a reasonable time of being prevented from performing, give written notice to the other Party describing the circumstances preventing continued performance and the efforts being made to resume performance of this Agreement.

7. Compliance with Law.

a. Consultant shall comply with all applicable laws, ordinances, codes and regulations of the federal, state and local government, including Cal/OSHA requirements.

b. If required, Consultant shall assist the City, as requested, in obtaining and maintaining all permits required of Consultant by federal, state and local regulatory agencies.

c. If applicable, the Consultant is responsible for all costs of clean up and/ or removal of hazardous and toxic substances spilled as a result of his or her services or operations performed under this Agreement.

8. Standard of Care

Consultant's services will be performed in accordance with generally accepted professional practices and principles and in a manner consistent with the level of care and skill ordinarily exercised by members of the profession currently practicing under similar conditions.

9. Assignment and Subconsultant

Consultant shall not assign, sublet, or transfer this Agreement or any rights under or interest in this Agreement without the written consent of the City, which may be withheld for any reason. Any attempt to so assign or so transfer without such consent shall be void and without legal effect and shall constitute grounds for termination. Subcontracts, if any, shall contain a provision making them subject to all provisions stipulated in this Agreement. Nothing contained herein shall prevent Consultant from employing independent associates, and subconsultants as Consultant may deem appropriate to assist in the performance of services hereunder.

10. Independent Contractor

Consultant is retained as an independent contractor and is not an employee of City. No employee or agent of Consultant shall become an employee of City. The work to be performed shall be in accordance with the work described in this Agreement, subject to such directions and amendments from City as herein provided.

a. PERS Eligibility Indemnification

In the event that Consultant or any employee, agent, or subcontractor of Consultant providing services under this Agreement claims or is determined by a court of competent jurisdiction or the California Public Employees Retirement System ("PERS") to be eligible for enrollment in PERS as an employee of the City, Consultant shall indemnify, defend, and hold harmless City for the payment of any employee and/or employer contributions for PERS benefits on behalf of Consultant or its employees, agents, or subcontractors, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of City.

Notwithstanding any other agency, state or federal policy, rule, regulation, law or ordinance to the contrary, Consultant and any of its employees, agents, and subcontractors providing service under this Agreement shall not qualify for or become entitled to, and hereby agree to waive any claims to, any compensation, benefit, or any incident of employment by City, including but not limited to eligibility to enroll in PERS as an employee of City and entitlement to any contribution to be paid by City for employer contribution and/or employee contributions for PERS benefits.

11. Insurance. Consultant shall not commence work for the City until it has provided evidence satisfactory to the City it has secured all insurance required under this section. In addition, Consultant shall not allow any subcontractor to commence work on any subcontract until it has secured all insurance required under this section.

a. Commercial General Liability

(i) The Consultant shall take out and maintain, during the performance of all work under this Agreement, in amounts not less than specified herein, Commercial General Liability Insurance, in a form and with insurance companies acceptable to the City.

(ii) Coverage for Commercial General Liability insurance shall be at least as broad as the following:

(1) Insurance Services Office Commercial General Liability coverage (Occurrence Form CG 00 01) or exact equivalent.

(iii) Commercial General Liability Insurance must include coverage for the following:

- (1) Bodily Injury and Property Damage
- (2) Personal Injury/Advertising Injury
- (3) Premises/Operations Liability
- (4) Products/Completed Operations Liability
- (5) Aggregate Limits that Apply per Project
- (6) Explosion, Collapse and Underground (UCX) exclusion deleted
- (7) Contractual Liability with respect to this Agreement
- (8) Property Damage
- (9) Independent Contractors Coverage

(iv) The policy shall contain no endorsements or provisions limiting coverage for (1) contractual liability; (2) cross liability exclusion for claims or suits by one insured against another; (3) products/completed operations liability; or (4) contain any other exclusion contrary to the Agreement.

(v) The policy shall give City, its officials, officers, employees, agents and City designated volunteers additional insured status using ISO endorsement forms CG 20 10 10 01 and 20 37 10 01, or endorsements providing the exact same coverage.

(vi) The general liability program may utilize either deductibles or provide coverage excess of a self-insured retention, subject to written approval by the City, and provided that such deductibles shall not apply to the City as an additional insured.

b. Automobile Liability

(i) At all times during the performance of the work under this Agreement, the Consultant shall maintain Automobile Liability Insurance for bodily injury and property damage including coverage for owned, non-owned and hired vehicles, in a form and with insurance companies acceptable to the City.

(ii) Coverage for automobile liability insurance shall be at least as broad as Insurance Services Office Form Number CA 00 01 covering automobile liability (Coverage Symbol 1, any auto).

(iii) The policy shall give the City, its officials, officers, employees, agents and City designated volunteers additional insured status.

(iv) Subject to written approval by the City, the automobile liability program may utilize deductibles, provided that such deductibles shall not apply to the City as an additional insured, but not a self-insured retention.

c. Workers' Compensation/Employer's Liability

(i) Consultant certifies that it is aware of the provisions of Section 3700 of the California Labor Code which requires every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and it will comply with such provisions before commencing work under this Agreement.

(ii) To the extent Consultant has employees at any time during the term of this Agreement, at all times during the performance of the work under this Agreement, the Consultant shall maintain full compensation insurance for all persons employed directly by him/her to carry out the work contemplated under this Agreement, all in accordance with the "Workers' Compensation and Insurance Act," Division IV of the Labor Code of the State of California and any acts amendatory thereof, and Employer's Liability Coverage in amounts indicated herein. Consultant shall require all subconsultants to obtain and maintain, for the period required by this Agreement, workers' compensation coverage of the same type and limits as specified in this section.

d. Professional Liability (Errors and Omissions)

At all times during the performance of the work under this Agreement the Consultant shall maintain professional liability or Errors and Omissions insurance appropriate to its profession, in a form and with insurance companies acceptable to the City and in an amount indicated herein. This insurance shall be endorsed to include contractual liability applicable to this Agreement and shall be written on a policy form specifically designed to protect against acts, errors or omissions of the Consultant. "Covered Professional Services" as designated in the policy must specifically include work performed under this Agreement. The policy must "pay on behalf of" the insured and must include a provision establishing the insurer's duty to defend.

e. Minimum Policy Limits Required

(i) The following insurance limits are required for the Agreement:

Combined Single Limit

Commercial General Liability	\$1,000,000 per occurrence/ \$2,000,000 aggregate for bodily injury, personal injury, and property damage
Automobile Liability	\$1,000,000 combined single limit
Employer's Liability	\$1,000,000 per accident or disease
Professional Liability	\$1,000,000 per claim and aggregate (errors and omissions)

(ii) Defense costs shall be payable in addition to the limits.

(iii) Requirements of specific coverage or limits contained in this section are not intended as a limitation on coverage, limits, or other requirement, or a waiver of any coverage normally provided by any insurance. Any available coverage shall be provided to the parties required to be named as Additional Insured pursuant to this Agreement.

f. Evidence Required

Prior to execution of the Agreement, the Consultant shall file with the City evidence of insurance from an insurer or insurers certifying to the coverage of all insurance required herein. Such evidence shall include original copies of the ISO CG 00 01 (or insurer's equivalent) signed by the insurer's representative and Certificate of Insurance (Acord Form 25-S or equivalent), together with required endorsements. All evidence of insurance shall be signed by a properly authorized officer, agent, or qualified representative of the insurer and shall certify the names of the insured, any additional insureds, where appropriate, the type and amount of the insurance, the location and operations to which the insurance applies, and the expiration date of such insurance.

g. Policy Provisions Required

(i) Consultant shall provide the City at least thirty (30) days prior written notice of cancellation of any policy required by this Agreement, except that the Consultant shall provide at least ten (10) days prior written notice of cancellation of any such policy due to non-payment of premium. If any of the required coverage is cancelled or expires during the term of this Agreement, the Consultant shall deliver renewal certificate(s) including the General Liability Additional Insured Endorsement to the City at least ten (10) days prior to the effective date of cancellation or expiration.

(ii) The Commercial General Liability Policy and Automobile Policy shall each contain a provision stating that Consultant's policy is primary insurance and that any insurance, self-insurance or other coverage maintained by the City or any named insureds shall not be called upon to contribute to any loss.

(iii) The retroactive date (if any) of each policy is to be no later than the effective date of this Agreement. Consultant shall maintain such coverage continuously for a period of at least three years after the completion of the work under this Agreement. Consultant shall purchase a one (1) year extended reporting period A) if the retroactive date is advanced past the effective date of this Agreement; B) if the policy is cancelled or not renewed; or C) if the policy is replaced by another claims-made policy with a retroactive date subsequent to the effective date of this Agreement.

(iv) All required insurance coverages, except for the professional liability coverage, shall contain or be endorsed to provide a waiver of subrogation in favor of the City, its officials, officers, employees, agents, and volunteers or shall specifically allow Consultant or others providing insurance evidence in compliance with these specifications to waive their right of recovery prior to a loss. Consultant hereby waives its own right of recovery against City and shall require similar written express waivers and insurance clauses from each of its subconsultants.

(v) The limits set forth herein shall apply separately to each insured against whom claims are made or suits are brought, except with respect to the limits of liability. Further the limits set forth herein shall not be construed to relieve the Consultant from liability in excess of such coverage, nor shall it limit the Consultant's indemnification obligations to the City and shall not preclude the City from taking such other actions available to the City under other provisions of the Agreement or law.

h. Qualifying Insurers

(i) All policies required shall be issued by acceptable insurance companies, as determined by the City, which satisfy the following minimum requirements:

(1) Each such policy shall be from a company or companies with a current A.M. Best's rating of no less than A: VII and admitted to transact in the business of insurance in the State of California, or otherwise allowed to place insurance through surplus line brokers under applicable provisions of the California Insurance Code or any federal law.

i. Additional Insurance Provisions

(i) The foregoing requirements as to the types and limits of insurance coverage to be maintained by Consultant, and any approval of said insurance by the City, is not intended to and shall not in any manner limit or qualify the liabilities and obligations otherwise assumed by the Consultant pursuant to this Agreement, including but not limited to, the provisions concerning indemnification.

(ii) If at any time during the life of the Agreement, any policy of insurance required under this Agreement does not comply with these specifications or is canceled and not replaced, City has the right but not the duty to obtain the insurance it deems necessary, and any premium paid by City will be promptly reimbursed by Consultant or City will withhold amounts sufficient to pay premium from Consultant payments. In the alternative, City may cancel this Agreement.

(iii) The City may require the Consultant to provide complete copies of all insurance policies in effect for the duration of the Project.

(iv) Neither the City nor any of its officials, officers, employees, agents or volunteers shall be personally responsible for any liability arising under or by virtue of this Agreement.

j. Subconsultant Insurance Requirements. Consultant shall not allow any subcontractors or subconsultants to commence work on any subcontract until they have provided evidence satisfactory to the City that they have secured all insurance required under this section. Policies of commercial general liability insurance provided by such subcontractors or subconsultants shall be endorsed to name the City as an additional insured using ISO form CG 20 38 04 13 or an endorsement providing the exact same coverage. If requested by Consultant, City may approve different scopes or minimum limits of insurance for particular subcontractors or subconsultants.

12. Indemnification.

a. To the fullest extent permitted by law, Consultant shall indemnify and hold the City, its officials, officers, employees, volunteers, and agents free and harmless from any and all claims, demands, causes of action, costs, expenses, liability, loss, damage or injury of any kind, in law or equity, to property or persons, including wrongful death, in any manner arising out of, pertaining to, or incident to any acts, errors or omissions, or willful misconduct of Consultant, its officials, officers, employees, subcontractors, consultants or agents in connection with the performance of the Consultant's services, the Project or this Agreement, including without limitation the payment of all damages, expert witness fees and reasonable attorney's fees and other related costs and expenses. Consultant's obligation to indemnify shall not be restricted to insurance proceeds, if any, received by Consultant, the City, its officials, officers, employees, agents, or volunteers.

b. If Consultant's obligation to indemnify, and/or hold harmless arises out of Consultant's performance of "design professional" services (as that term is defined under Civil Code section 2782.8), then, and only to the extent required by Civil Code section 2782.8, which is fully incorporated herein, Consultant's indemnification obligation shall be limited to claims that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the Consultant, and, upon Consultant obtaining a final adjudication by a court of competent jurisdiction, Consultant's liability for such claim, including the cost to defend, shall not exceed the Consultant's proportionate percentage of fault.

13. California Labor Code Requirements.

a. Consultant is aware of the requirements of California Labor Code Sections 1720 et seq. and 1770 et seq., which require the payment of prevailing wage rates and the performance of other requirements on certain "public works" and "maintenance" projects ("Prevailing Wage Laws"). If the services are being performed as part of an applicable "public works" or "maintenance" project, as defined by the Prevailing Wage Laws, and if the total compensation is \$1,000 or more, Consultant agrees to fully comply with such Prevailing Wage Laws. Consultant shall defend, indemnify and hold the City, its officials, officers, employees and agents free and harmless from any claims, liabilities, costs, penalties or interest arising out of any failure or alleged failure to comply with the Prevailing Wage Laws. It shall be mandatory upon the Consultant and all subconsultants to comply with all California Labor Code provisions, which include but are not limited to prevailing wages (Labor Code Sections 1771, 1774 and 1775), employment of apprentices (Labor Code Section 1777.5), certified payroll records (Labor Code Sections 1771.4 and 1776), hours of labor (Labor Code Sections 1813 and 1815) and debarment of contractors and subcontractors (Labor Code Section 1777.1). The requirement to submit certified payroll records directly to the Labor Commissioner under Labor Code section 1771.4 shall not apply to work performed on a public works project that is exempt pursuant to the small project exemption specified in Labor Code Section 1771.4.

b. If the services are being performed as part of an applicable "public works" or "maintenance" project, then pursuant to Labor Code Sections 1725.5 and 1771.1, the Consultant and all subconsultants performing such services must be registered with the Department of Industrial Relations. Consultant shall maintain registration for the duration of the Project and require the same of any subconsultants, as applicable. Notwithstanding the foregoing, the contractor registration requirements mandated by Labor Code Sections 1725.5 and 1771.1 shall not apply to work performed on a public works project that is exempt pursuant to the small project exemption specified in Labor Code Sections 1725.5 and 1771.1.

c. This Agreement may also be subject to compliance monitoring and enforcement by the Department of Industrial Relations. It shall be Consultant's sole responsibility to comply with all applicable registration and labor compliance requirements. Any stop orders issued by the Department of Industrial Relations against Consultant or any subcontractor that affect Consultant's performance of services, including any delay, shall be Consultant's sole responsibility. Any delay arising out of or resulting from such stop orders shall be considered Consultant caused delay and shall not be compensable by the City. Consultant shall defend, indemnify and hold the City, its officials, officers, employees and agents free and harmless from any claim or liability arising out of stop orders issued by the Department of Industrial Relations against Consultant or any subcontractor.

14. Verification of Employment Eligibility.

By executing this Agreement, Consultant verifies that it fully complies with all requirements and restrictions of state and federal law respecting the employment of undocumented aliens, including, but not limited to, the Immigration Reform and Control Act of 1986, as may be amended from time to time, and shall require all subconsultants and sub-subconsultants to comply with the same.

15. Reserved.

16. Laws and Venue.

This Agreement shall be interpreted in accordance with the laws of the State of California. If any action is brought to interpret or enforce any term of this Agreement, the action shall be brought in a state or federal court situated in the County of San Bernardino, State of California.

17. Termination or Abandonment

a. City has the right to terminate or abandon any portion or all of the work under this Agreement by giving ten (10) calendar days written notice to Consultant. In such event, City shall be immediately given title and possession to all original field notes, drawings and specifications, written reports and other documents produced or developed for that portion of the work completed and/or being abandoned. City shall pay Consultant the reasonable value of services rendered for any portion of the work completed prior to termination. If said termination occurs prior to completion of any task for the Project for which a payment request has not been received, the charge for services performed during such task shall be the reasonable value of such services, based on an amount mutually agreed to by City and Consultant of the portion of such task completed but not paid prior to said termination. City shall not be liable for any costs other than the charges or portions thereof which are specified herein. Consultant shall not be entitled to payment for unperformed services and shall not be entitled to damages or compensation for termination of work.

b. Consultant may terminate its obligation to provide further services under this Agreement upon thirty (30) calendar days' written notice to City only in the event of substantial failure by City to perform in accordance with the terms of this Agreement through no fault of Consultant.

18. Documents. Except as otherwise provided in "Termination or Abandonment," above, all original field notes, written reports, Drawings and Specifications and other

documents, produced or developed for the Project shall, upon payment in full for the services described in this Agreement, be furnished to and become the property of the City.

19. Organization

Consultant shall assign Jacob Leon as Project Manager. The Project Manager shall not be removed from the Project or reassigned without the prior written consent of the City.

20. Limitation of Agreement.

This Agreement is limited to and includes only the work included in the Project described above.

21. Notice

Any notice or instrument required to be given or delivered by this Agreement may be given or delivered by depositing the same in any United States Post Office, certified mail, return receipt requested, postage prepaid, addressed to:

CITY:

City of Upland
460 N. Euclid Avenue
Upland, CA 91786

Attn: Development Services Director
Development Services Department

CONSULTANT:

Cornerstone Utility Engineering
13392 Amargosa Road
Victorville, CA 9239

Attn: Chad R. Shaules
Title: Chief Executive Officer

and shall be effective upon receipt thereof.

22. Third Party Rights

Nothing in this Agreement shall be construed to give any rights or benefits to anyone other than the City and the Consultant.

23. Equal Opportunity Employment.

Consultant represents that it is an equal opportunity employer and that it shall not discriminate against any employee or applicant for employment because of race, religion, color, national origin, ancestry, sex, age or other interests protected by the State or Federal Constitutions. Such non-discrimination shall include, but not be limited to, all activities related to initial employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination.

24. Entire Agreement

This Agreement, with its exhibits, represents the entire understanding of City and Consultant as to those matters contained herein, and supersedes and cancels any prior or contemporaneous oral or written understanding, promises or representations with respect to those matters covered hereunder. Each Party acknowledges that no representations, inducements, promises or agreements have been made by any person which are not incorporated herein, and that any other agreements shall be void. This Agreement may not be modified or altered except in writing signed by both Parties hereto. This is an integrated Agreement.

25. Severability

The unenforceability, invalidity or illegality of any provision(s) of this Agreement shall not render the remaining provisions unenforceable, invalid or illegal.

26. Successors and Assigns

This Agreement shall be binding upon and shall inure to the benefit of the successors in interest, executors, administrators and assigns of each Party to this Agreement. However, Consultant shall not assign or transfer by operation of law or otherwise any or all of its rights, burdens, duties or obligations without the prior written consent of City. Any attempted assignment without such consent shall be invalid and void.

27. Non-Waiver

None of the provisions of this Agreement shall be considered waived by either Party, unless such waiver is specifically specified in writing.

28. Time of Essence

Time is of the essence for each and every provision of this Agreement.

29. City's Right to Employ Other Consultants

City reserves its right to employ other consultants, including engineers, in connection with this Project or other projects.

30. Prohibited Interests

Consultant maintains and warrants that it has not employed nor retained any company or person, other than a bona fide employee working solely for Consultant, to solicit or secure this Agreement. Further, Consultant warrants that it has not paid nor has it agreed to pay any company or person, other than a bona fide employee working solely for Consultant, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. For breach or violation of this warranty, City shall have the right to rescind this Agreement without liability. For the term of this Agreement, no director, official, officer or employee of City, during the term of his or her service with City, shall have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom.

[SIGNATURES ON FOLLOWING PAGE]

**SIGNATURE PAGE FOR PROFESSIONAL SERVICES AGREEMENT
BETWEEN CITY OF UPLAND
AND CONSULTANT**

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the date first written above.

CITY OF UPLAND

Cornerstone Utility Engineering
(two signatures required for Corporations.
President OR Vice President AND Secretary OR
Treasurer REQUIRED)

By: DocuSigned by:
Michael Blay
Michael Blay
City Manager

By: DocuSigned by:
Chad Shaules
Its: CEO

Printed Name: Chad Shaules

ATTEST:

By: DocuSigned by:
Keri Johnson
Keri Johnson
City Clerk

By: DocuSigned by:
Chad Shaules
Its: CEO

Printed Name: Chad Shaules

APPROVED AS TO FORM:

By: Signed by:
Stephen Deitsch
Stephen Deitsch
City Attorney

EXHIBIT A

SCOPE OF WORK**TASK 1: PROJECT MANAGEMENT AND COORDINATION**Task 1.1: Project Kick Off Meeting

Within the first month from issuance of the Notice to Proceed, Grantee shall hold a virtual kickoff meeting with Project Management Team (PMT). The PMT will consist of the SCAG Project Manager and Deputy Project Manager, the City of Upland Project Manager, SCE, Property owner any consultants working on the project, and other relevant staff to review project vision and goals and confirm the direction of the technical approach and engagement efforts.

The kickoff meeting shall be used to review the draft Project Management Plan (PMP, Task 1.2), project scope of work, schedule, and budget; establish a schedule for the Project Management Team meetings (PMT, Task 1.3); identify potential stakeholders to engage (Task 2.1); and confirm communication protocols. Consultant shall also lead a discussion on data collection (Task 1.6). Consultant shall provide the kickoff meeting agenda to meeting attendees at least two business days in advance to allow time to review and revise the agenda. Consultant shall provide meeting notes within two business days after the kickoff meeting to meeting attendees to ensure that next steps and action items are documented. Consultant is responsible for preparing the agenda, presentation materials, and any handouts ahead of the kickoff meeting and making materials available to all attendees.

Task 1.1 Deliverables:

- 1.1.1. Project kick off meeting agenda
- 1.1.2. Project kick off meeting notes and list of attendees
- 1.1.3. Project kick off presentation and any handouts or any other relevant materials

Task 1.2: Project Management Plan and Schedule

Consultant shall prepare a Project Management Plan (PMP), which will include the contact information for the key project team, the scope of work, the schedule, the budget, invoicing progress, reporting details, and document control and QA/QC procedures. The PMP shall include all deliverables and associated deadlines. The PMP will identify a system for project control, including necessary procedures for conducting the work; managing resources, communications, budget, schedule, monitoring and reporting project status and progress, document control and quality assurance/quality control. The PMP shall also include safeguards for early identification of issues and their effective resolution. Upon approval by SCAG, the PMP shall be the document guiding the progression on the overall effort. Consultant shall deliver the PMP at least two business days prior to the Kickoff Meeting. Consultant shall notify SCAG as swiftly as possible about any potential necessary updates to the PMP. Any proposed changes to the overall PMP must be approved by SCAG. Once SCAG

has approved any change(s) to the PMP, Consultant shall deliver a revised PMP to the PMT within two business days to serve as the new guiding document for project progression.

Consultant shall develop a project schedule showing all work tasks, subtasks, start dates, activity durations, product submittal dates, key project milestones, and relationships among work tasks, including critical path items. Each task and subtask deliverable shall be provided to the PMT as it is completed, per the project schedule. The PMT shall have a two-week review period for all deliverables. If additional review time is required, the PMT shall inform Grantee/Consultant with as much notice as possible. All comments, edits, suggestions, and questions from the PMT shall be submitted to the PMT. Consultant shall issue clear responses to all questions and suggestions and shall incorporate all comments and edits into a revised deliverable.

Task 1.2 Deliverables:

1.2.1. Project Management Plan (PMP) 1.2.2. Project Schedule

Task 1.3: Project Management Meetings

Consultant Project Manager shall conduct monthly check-in meetings with the PMT and any other team members, as needed. The meetings shall be used to update the PMT on project progress, to identify and plan for upcoming tasks, and to anticipate any concerns or forthcoming challenges. Consultant shall provide each meeting agenda at least two business days in advance to meeting attendees to allow the PMT time to review and revise the agenda. Consultant shall provide meeting notes within two business days after each meeting to attendees to ensure next steps and any action items are documented. Consultant shall provide all meeting materials, including presentation materials, electronically to meeting attendees at least one business day before each check-in meeting. In addition, Consultant, or their designee, shall be available for check-ins via virtual meetings or phone calls with SCAG or other members of the PMT within one business day of the meeting being requested.

Task 1.3 Deliverables:

1.3.1. Meeting agendas for monthly PMT meetings, 1.3.2. Meeting notes with list of attendees
1.3.3. Meeting materials, including presentations and handouts
1.3.4. Documentation of additional check-ins, including virtual meetings and phone calls

Task 1.4: Monthly Invoicing and Reporting

Consultant shall prepare monthly invoices and reports in accordance with SCAG invoicing and reporting methodologies. Each report will follow a format approved by the SCAG Project Manager. Consultant shall track and report critical path activities and milestones and prepare and submit monthly progress reports to SCAG. Monthly progress reports shall detail the work performed and deliverables completed during the previous month, identify any issues encountered, and provide proposed solution(s) to address said concerns.

Each monthly progress report will, at a minimum, include the following:

- Progress report
- Description of tasks completed
- Project schedule describing the percentage of each task/deliverable/milestone towards completion
- Summary of costs incurred by task/milestone and the total amount of funds remaining funding for each task
- Any efforts that are out of project scope

Task 1.4 Deliverables

- 1.4.1. Monthly invoices 1.4.2. Progress reports

Task 1.5 Project Close-Out Files

At the end of the project, Consultant shall document and assemble all project deliverables and provide them in accordance with SCAG’s project close out procedures. All deliverables shall be provided in accordance with the project schedule.

Consultant shall document all project deliverables in an organized fashion and deliver them in an electronic format at the end of the project, along with an Excel file documenting confirming the completion of all deliverables and documenting their locations. Each task shall have its own folder in the electronic file delivery used. Within each task, there shall be a folder with the name of the deliverable and the final version of each deliverable within it. Each meeting held shall have its own folder, which shall include agendas, notes, and other relevant materials from that meeting. All deliverables shall be provided in accordance with the project schedule.

Task 1.5 Deliverables:

- 1.5.1 Project close-out files with accompanying Excel file including the plans, specifications and engineers estimate.

Task 1.6 REAP Metrics, Data Collection, and Reporting

The Grantee/Consultant shall work with the jurisdiction and the SCAG PM on selected measurable outcomes and metrics. The Grantee/Consultant shall collect related existing conditions and report on the selected measurable outcomes, baseline conditions, and metrics pursuant to the project schedule.

Task 1.6 Deliverables:

- 1.6.1 REAP metrics data collection and reporting

TASK 1 SUMMARY OF DELIVERABLES

Task 1.1	1.1.1. Project kick off meeting agenda 1.1.2. Project kick off meeting notes and list of attendees 1.1.3. Project kick off presentation and any handouts or materials
Task 1.2	1.2.1. Project workplan 1.2.2. Project schedule

Task 1.3	1.3.1. Meeting agendas for monthly PMT meetings 1.3.2. Meeting notes with list of attendees 1.3.3. Meeting materials, including presentations or handouts 1.3.4. Documentation of additional check-ins (up to 12 hours)
Task 1.4	1.4.1. Monthly invoices 1.4.2. Progress reports
Task 1.5	1.5.1. Project close-out files with accompanying Excel file
Task 1.6	1.6.1. REAP metrics data collection and reporting

TASK 2: PUBLIC OUTREACH

Task 2.1: Outreach and Engagement Plan

Consultant shall design a public outreach plan highlighting all meeting and event dates, topics, potential stakeholders, and methods of input. Additionally, the plan must clearly detail the total number of outreach meetings and events anticipated, as well as any early engagement efforts that Consultant shall begin in advance of the initial meeting or event, such as creating a website for the project. The plan must include a brief description of all meetings and events forecasted to be conducted with stakeholders and delineate what content is anticipated to be vetted with those stakeholders. The outreach plan must also address language accessibility, culturally competent methods and materials, appropriate communications channels and technological access considerations, and mechanisms for meaningful input, follow-up, and follow-through.

The outreach plan shall clearly outline the timing of how the stakeholder engagement activities will inform the overall project and how the feedback gathered will be utilized to inform the various project deliverables. The plan must also identify any deliverables that are expected to be updated based upon the results of the outreach conducted.

To ensure consistency of public information about SCAG programs and SCAG-funded work products, City is required to notify and coordinate with SCAG Project Manager, who will coordinate with SCAG’s Manager of Media & Public Affairs or a specified designee, on any media inquiries or plans for proactively providing information to media outlets.

Task 2.1 Deliverables

2.1.1. Public Outreach Plan with dates, topics, and target audiences

Task 2.2: Introductory Meeting with Southern California Edison (SCE)

The PMT shall coordinate a meeting with SCE to discuss service and undergrounding criteria for transmission facilities, including Rule 20 requirements. The meeting shall go over an agenda including the project requirements, goals, and schedule. In addition, Consultant shall determine if SCE will perform design in-house or use an outside consultant. Consultant shall develop contract for effort and payment schedule or compensation.

Task 2.2 Deliverables:

2.2.1. Meeting minutes noting actions, tasks, timeline, responsibilities

Task 2.3: Outreach Events and Summary

Consultant shall plan, develop all materials, lead, and attend at least 1 public meeting or event scheduled at a time and location identified in the Public Outreach Plan within the Project Area. The outreach must be conducted with a focus on accessibility and convenience for residents of disadvantaged communities (DAC) and historically disinvested communities with the highest potential for infill housing development.

To promote awareness and encourage local support, local elected officials representing at least a portion of the project area shall be invited to outreach activities. The SCAG PM or their designee shall coordinate this with the respective SCAG Government Affairs Officer.

Consultant shall develop accessible, comprehensible, and appealing outreach materials to support the outreach plan. Consultant shall develop social media posts and announcements for the Grantee to distribute on the Grantee’s digital platforms such as social media, newsletters, webpages, and e-blasts.

SCAG shall be credited as a funder of the project. **All public-facing communications materials produced under this contract shall acknowledge and give credit to SCAG, whether via a logo or text.** Communications materials include, but are not limited to, site signage, printed information materials, print and online publications, websites, advertisements, video, public service announcements, social media postings, events, media advisories, news releases, and all other related materials. If SCAG determines that a communications material does not adequately credit SCAG’s role in funding the project, the Grantee/Consultant shall revise the communications material according to the SCAG PM’s direction.

To ensure consistency of public information about SCAG programs and SCAG-funded work products, City is required to notify and coordinate with the SCAG PM, who will coordinate with SCAG’s Manager of Media & Public Affairs or a specified designee, on any media inquiries or plans for proactively providing information to media outlets related to encouraging participation or reporting on these engagement activities.

Task 2.3 Deliverables

2.3.1. Outreach Materials (flyers, one-sheets, posters, presentations, and other materials) with credit provided to SCAG as the project funder

2.3.2. Outreach Summary Memo, which shall include a synopsis of how feedback was incorporated into the overall project, and incorporation of feedback into the final plan.

TASK 2 SUMMARY OF DELIVERABLES

Task 2.1	2.1.1. Public Outreach Plan with dates, topics, and target audiences.
Task 2.2	2.2.1. Meeting minutes noting actions, tasks, timeline, responsibilities
Task 2.3	2.3.1. Outreach Materials (flyers, one-sheets, posters, and presentations)

	<p>with credit provided to SCAG as funder</p> <p>2.3.2. Outreach Summary Memo, which shall include a synopsis of how feedback was incorporated into the overall project, and incorporation of feedback into the final plan</p>
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TASK 3: TECHNICAL WORK

The City will competitively procure the services of an engineering firm and /or utility company to provide design services for the **City of Upland Affordable Housing Utilities Planning Project**. The improvements proposed under this project consist primarily of undergrounding electrical and storm drain infrastructure (i.e. conduits, vaults, reinforced concrete pipe, catch basins, etc.), installation of storm drain main, and all with associated appurtenances. Designs will be prepared at 30%, 60% and 100% design levels.

Task 3.1: Research and data collection (and SCE Deposit)

Consultant shall acquire existing plans, permits and facilities. Consultant shall contact all utilities for size and location of nearby facilities. Consultant shall obtain utility standards, guidelines and regulations for spacing and type of facilities. Perform field survey to locate existing surface features and topography. City to provide deposit to SCE.

Task 3.1 Deliverables

- 3.1.1. Plans and historic data for existing facilities, utility company standards, and guidelines for use in planning and design
- 3.1.2. SCE deposit receipt

Task 3.2 Electrical Undergrounding Planning: Rule 20 Application

Consultant shall review and complete SCE Rule 20 application including project limits, scope and affected facilities using guidelines for project information and details. Consultant shall coordinate a meeting with SCE to facilitate the application and address any items for clarification, and seek SCE’s application approval. In addition, Consultant shall obtain schedule for review and request notification when complete. Consultant shall perform property survey to locate road right of way, property owner and any easements for utility, drainage or access purposes.

Task 3.2 Deliverables

- 3.2.1. Submitted application to SCE for review and processing
- 3.2.2. Approved Rule 20 application
- 3.2.3. Property map with distances, bearings and callouts showing property lines, road right-of-way and easements

Task 3.3 Electrical Undergrounding Planning: Meeting attend with Utilities, City, and Developers

Consultant shall design project to underground existing overhead electrical transmission. Consultant shall use input and data obtained from meetings with City and utility provider (SCE), including agreed-upon standards and guidelines. Said meetings will be coordinated and facilitated by the Grantee and shall include clarification and agreement upon which standards and guidelines shall be used for the project (i.e. City standards, SCE standards, American Public Works Association [APWA] standards, etc.). Consultant shall design undergrounding to accommodate future residential housing project.

Task 3.3 Deliverables

3.3.1. Meeting minutes noting actions, tasks, timeline, responsibilities

Task 3.4 Electrical Undergrounding Planning: Design, Specifications, and Estimate

Consultant shall develop plans for undergrounding improvements including details, conduits and structures needed for electrical facilities. Consultant shall draft specifications for construction including performing work, materials to use and payment for effort. Consultant shall prepare cost estimates for construction projects including performing work, and all materials and incidentals needed to construct project, will be used for bidding purposes.

Task 3.4.A – Preliminary Design (30% Review)

Develop a preliminary design for each of the projects to review with City and SCE staff. An approximate 30% design-level will constitute a Preliminary Design. Some of the key elements to be included in the Preliminary Design are:

30% Design:

- a. Electrical Underground Utility Improvements:
 1. Utility Research
 2. Geotechnical Investigation and Report
 3. Topographical Survey
 4. Permits required from other jurisdictions
 5. Preliminary Conduit and Wiring Improvement Plans

Task 3.4.B – Design Review (60% Review)

Develop a design of the project to review with City and SCE staff. An approximate 60% Design-level will constitute a Design Review for this project. Some of the key elements to be included in the 60% Design are:

60% Design:

- a. Electrical Conduit and Wiring Improvements:
 1. Utility Research should be complete. All existing utilities should be shown and identified on the various Plan Sheets.
 2. Geotechnical Investigation and Report should be complete, stamped and sealed by the Geotechnical Engineer.
 3. Topographical Survey should be complete, stamped and signed by a California Licensed Land Surveyor or California Licensed Civil Engineer authorized to practice Land Surveying.

4. 60% Conduit Improvement Plans
5. Preliminary Cost Estimate

Task 3.4.C – Final Design and Preparation of Construction Documents (100%)

Final Engineering Documents prepared by the Consultant shall include all engineering services required by the City and SCE to construct the necessary public improvements. Final Engineering shall include detailed engineering calculations, construction plan and profiles, special provisions, and engineer's cost estimates for the project that will enable the City to advertise and award the construction contract for the project. Components of this task include:

100% Design:

- a. Electrical Conduit and Wiring Improvements:
 1. 100% Conduit and Wiring Plans, Details, and Title Sheet.
 2. 100% Traffic Control Plans and Details.
 3. Preparation of the Special Provisions portion of the Specifications.

Special Provisions shall include two sections, General Requirements and Definition of Bid Items.

Task 3.4 Deliverables

3.4.1. Construction documents including plans, specifications and engineer estimate for bid purposes

Task 3.4.1A Deliverables for 30%

- a. Electrical Conduit and Wiring Improvements
 1. Copy of all utility notices sent and utility plans received (1 electronic PDF of each utility plan).
 2. Geotechnical Investigation and Report (2 paper copies + electronic PDF).
 3. Topographical Survey (2 paper copies + electronic PDF).
 4. Draft Electrical Conduit and Wiring Improvement Plans (2 paper copies, 24"x36" + electronic PDF).
 5. Draft traffic control plans (2 paper copies, 24"x36" + electronic PDF).

Task 3.4.1B Deliverables for 60%:

- a. Electrical Conduit and Wiring Improvements
 1. Copy of all utility plans received (1 electronic PDF of each utility plan).
 2. 100% complete Geotechnical Investigation and Report (2 paper copies + electronic PDF).
 3. 100% complete Topographical Survey (2 paper copies, 24" x 36" + electronic AutoCAD and PDF).
 4. 60% Electrical Conduit Improvement Plans, Details, and Title Sheet (2 paper copies, 24"x36" + electronic PDF).
 5. Traffic Control Plans (2 paper copies, 24"x36" + electronic PDF).
 6. Preliminary Cost Estimate reflecting the improvements to be constructed (2 paper copies + electronic Microsoft Excel format).

Task 3.4.1C Deliverables 100%:

- a. Electrical Conduit and Wiring Improvements.

1. Engineering Stamped & Signed Conduit and Wiring Improvement Plans, Details, and Title Sheet (2 paper copies 24" x 36", 1 wet-signed Mylar copy + electronic AutoCAD and PDF).
2. Engineering Stamped & Signed Traffic Control Plans and Details (2 paper copies 24" x 36", 1 wet-signed Mylar copy + electronic AutoCAD and PDF).
3. Special Provisions portion of the Specifications (1 paper copy, 8.5" x 11" + electronic in Microsoft Word format).
4. Engineer's Cost Estimate reflecting all improvements to be constructed (1 paper copy, 8.5" x 11" + electronic Microsoft Excel format).
5. Bid Schedule listing all the proposed bid items and quantities for the project (2 paper copies + electronic Microsoft Excel format).

Task 3.5 Electrical Undergrounding Planning: Environmental Clearance

City and SCE shall review plans, specs and estimate, and file appropriate environmental documents. It is anticipated that environmental clearance will be Class I under CEQA - NOE. Consultant shall file Notice of Exemption with the County for environmental clearance determination of the project.

Task 3.5 Deliverables

3.5.1. Environmental clearance determination document (i.e. Notice of Exemption)

Task 3.6 Storm Drain Planning: Procure Engineering Firm

City shall draft a Request for Proposal (RFP) to design storm drain. City shall prepare and Award, Administer, and Advertise RFP.

Task 3.6 Deliverables

3.6.1. RFP, executed contract to develop storm drain construction documents

Task 3.7 Storm Drain Planning: Develop Design and Engineering Plans

Consultant shall use input and data obtained from meetings, standards and surveys to design underground storm drains to accommodate future residential housing project. Consultant shall develop plans for storm drain improvements including details, pipe type, sizes and structures needed for storm drain. Consultant shall draft specifications for construction including performing work, materials to use and payment for effort. Consultant shall prepare cost estimates for constructing the project including performing work, all materials needed, and incidentals to construct project.

Task 3.7.A 30% Underground Storm Drain Improvements

1. Utility Research
2. Geotechnical Investigation and Report
3. Topographical Survey
4. Permits required from other jurisdictions
5. Preliminary Storm Drain Improvement Plans & Profiles
6. Existing Pipeline relocations/realignments (if necessary)

Task 3.7.B. 60% Storm Drain Improvements:

1. Utility Research should be complete. All existing utilities should be shown and identified on the various Plan & Profile Sheets.
2. Geotechnical Investigation and Report should be complete, stamped, and sealed by the Geotechnical Engineer
3. Topographical Survey should be complete, stamped, and signed by a California-Licensed Land Surveyor or California-Licensed Civil Engineer authorized to practice Land Surveying
4. 60% Storm Drain Improvement Plans & Profiles
5. 60% Water Improvement Plans & Profiles
6. Existing Pipeline relocations/realignments (if necessary)
7. Preliminary Cost Estimate

Task 3.7.C 100% Storm Drain Improvements:

1. 100% Storm Improvement Plans & Profiles, Details, and Title Sheet
2. 100% Traffic Control Plans and Details
3. Preparation of the Special Provisions portion of the Specifications

Special Provisions shall include two sections, General Requirements and Definition of Bid Items.

Task 3.7 Deliverables

3.7.1. Construction documents including plans, specifications, and engineer estimate for bid purposes

Task 3.7.1A 30% Storm Drain Improvements

1. Copy of all utility notices sent and utility plans received (1 electronic PDF of each utility plan)
2. Geotechnical Investigation and Report (2 paper copies + electronic PDF)
3. Topographical Survey (2 paper copies + electronic PDF)
4. Draft Storm Drain Improvement Plans & Profiles (2 paper copies, 24"x36" + electronic PDF)
5. Draft traffic control plans

Task 3.7.1B 60% Storm Drain Improvements

1. Copy of all utility plans received (1 electronic PDF of each utility plan)
2. 100% complete Geotechnical Investigation and Report (2 paper copies+ electronic PDF)
3. 100% complete Topographical Survey (2 paper copies, 24" x 36" + electronic AutoCAD and PDF)
4. 60% Storm Drain Improvement Plans & Profiles, Details, and Title Sheet (2 paper copies, 24"x36" + electronic PDF)
5. 60% Water Improvement Plans & Profiles, Details, and Title Sheet (2 paper copies, 24"x36" + electronic PDF), if necessary
6. 60% Traffic Control Plans (2 paper copies, 24"x36" + electronic PDF)
7. Preliminary Cost Estimate reflecting the improvements to be constructed (2 paper copies + electronic Microsoft Excel format)

Task 3.7.1C 100% Storm Drain Improvements.

1. Engineering Stamped & Signed Storm Drain Improvement Plans & Profiles, Details, and Title Sheet (2 paper copies 24" x 36", 1 wet-signed Mylar copy + electronic AutoCAD and PDF)
2. Engineering Stamped & Signed Water Improvement Plans & Profiles, Details, and Title Sheet (2 paper copies 24" x 36", 1 wet-signed Mylar copy [if necessary] + electronic AutoCAD and PDF)
3. Engineering Stamped & Signed Traffic Control Plans and Details (2 paper copies 24" x 36", 1 wet-signed Mylar copy + electronic AutoCAD & PDF)
4. Special Provisions portion of the Specifications (1 paper copy, 8.5" x 11" + electronic in Microsoft Word format)
5. Engineer's Cost Estimate reflecting all improvements to be constructed (1 paper copy, 8.5" x 11" + electronic Microsoft Excel format)
6. Bid Schedule listing all the proposed bid items and quantities for the project (2 paper copies + electronic Microsoft Excel format)

Task 3.8 Storm Drain Planning: Environmental Clearance

City shall plan to review plans, specifications and estimate, and file appropriate environmental documents. It is anticipated that environmental clearance will be Class I under CEQA - NOE. If an exemption will be granted, the type will be determined upon commencement of the work.

Task 3.8 Deliverables

3.8.1. Environmental clearance determination document (i.e. Notice of Exemption)

Task 3.9 Storm Drain Planning: Permit and Right of Way (ROW) Certification

Consultant shall perform property survey to locate road right-of-way, determine property owner, and identify any easements for utility, drainage or access purposes.

Task 3.9 Deliverables

3.9.1. Property map with distances, bearings, and callouts showing property lines, road right-of-way and easements

TASK 3 SUMMARY OF DELIVERABLES

Task 3.1	3.1.1. Acquire all plans and historic data for existing facilities, utility company standards, and guidelines for use in planning and design 3.1.2. SCE deposit receipt
Task 3.2	3.2.1. Submit application to SCE for review and processing 3.2.2. Approved Rule 20 application 3.2.3. Property map with distances, bearings, and callouts showing property lines, road right-of-way, and easements
Task 3.3	3.3.1. Meeting minutes noting actions, tasks, timeline, responsibilities
Task 3.4	3.4.1. Construction documents including plans, specifications, and engineer estimate for bid purposes
Task 3.5	3.5.1. Environmental clearance determination document (i.e. Notice of Exemption)
Task 3.6	3.6.1. Executed contract to develop storm drain construction documents

Task 3.7	3.7.1. Construction documents including plans, specifications, and engineer estimate for bid purposes
Task 3.8	3.8.1. Environmental clearance determination document (i.e. Notice of Exemption)
Task 3.9	3.9.1. Property map with distances, bearings, and callouts showing property lines, road right-of-way, and easements

TASK 4: Implementation Plan

Following the approval or other action taken on the Implementation Plan by both the City Council and SCE, Consultant shall adjust and update the final document based upon any comments received. The final document will then be sent to the City, SCE, and SCAG upon completion, along with a summary of all comments issued by both the City Council and SCE, as well as the final metrics collected from the project, as described in Task 1.6.

Task 4.1 Deliverables

- 4.1.1. Implementation Plan
- 4.1.2. Final project metrics
- 4.1.3. City Council consideration, approval or other action on the Implementation Plan (agenda, minutes, staff report)

TASK 4 SUMMARY OF DELIVERABLES

Task 4	4.1.1. Implementation Plan 4.1.2. Final project metrics 4.1.3. City Council consideration, approval or other action on the Implementation Plan (agenda, minutes, staff report)
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Attachment "B" – Rate Sheet



General Staff Fee Sheet: Loaded Hourly Rates: To be approved by the City in writing, in advance of the charges being utilized.

Senior Electrical Engineer (P.E.)	\$225.00/hr (NT)
Senior Structural Engineer (P.E.)	\$245.00/hr (NT)
Senior Civil Engineer (P.E.)	\$225.00/hr (NT)
Electrical Engineer	\$175.00/hr (NT)
Senior Planner	\$135.00/hr (NT)
Associate Planner	\$95.00/hr (NT)
Senior Designer	\$85.00/hr (NT)
Associate Designer	\$65.00/hr (NT)
Program Manager	\$120.00/hr (NT)
Project Manager	\$100.00/hr (NT)
Assistant Project Manager	\$80.00/hr (NT)
2 Person Survey Crew (Including basic equipment)	\$275.00/hr (NT)
1 Person Survey Crew (Including basic equipment)	\$185.00/hr (NT)

Printing Fee Sheet: To be approved by the City in writing, in advance of the charges being utilized.

8.5"x11" & 11"x17" Color/BW text prints	\$0.25 per page
8.5"x11" & 11"x17" Color photo prints (non-gloss)	\$0.50 per page
24"x36" Partial Color/BW Map prints (non-photo)	\$2.50 per page

IT Usage Fees: Cornerstone proposes to include all computer, IT and specialty software (SpidaCalc, OTCALC, AutoCAD) in our General Staff Fee Sheet.

Chad Shaules – CEO

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Attachment "C" – Project Location

City of Upland Affordable Housing Utilities Planning PROJECT MAP

The City of Upland has worked closely with WPH Holdings, an affordable housing developer, to design 174 affordable housing units to be constructed on unused parcels adjacent to the Upland Metrolink Station. Concept designs are complete for Euclid Villas, 81 one- and two-bedroom units for low-income seniors, and Magnolia Villas, 93 one- and two-bedroom units for workforce housing. For further details, see separate Euclid and Magnolia Design Attachments. The Planning Project will accelerate affordable housing by developing design and engineering documents and completing environmental activities for two required projects: 1) underground 11 existing Southern California Edison poles along Stowell Avenue; and 2) expand/connect a storm drain of approximately 580 linear feet along 3rd Avenue.

