

# EXHIBIT C



July 9, 2024

Adam Politzer  
Interim City Manager  
City of Clayton  
6000 Heritage Trail  
Clayton, CA 94517

## **RE: Additional City Engineering Services – Scope of Work and Fee Proposal**

Dear Mr. Politzer,

Per the City's request, Theis Engineering & Associates is pleased to offer its services to prepare and manage two requests for proposals (RFP) processes (Right of Way Landscape Maintenance Services and Trail Inventory and Assessment Report) and additional as needed/as directed city engineering services for various tasks as described below.

We plan to perform these services in accordance with the agreement between the City of Clayton and Theis Engineering & Associates dated January 18, 2023. Theis Engineering & Associates will only invoice based on actual time spent and each task will be tracked separately for budget purposes. All work will be performed by City Engineer Larry Theis and Deputy City Engineer Jason Chen and their hourly rates are \$258 and \$234.50 respectively (valid through June 30, 2025). Other direct costs or subconsultant costs will be charged at actual costs plus 10%.

### PROJECT TASKS

#### **Trail Inventory and Assessment Report**

Theis Engineering & Associates will coordinate with the Trails and Landscape Committee (including its subcommittee) to prepare an RFP to solicit a consultant to deliver a comprehensive inventory of the existing trail system (in GIS format) including physical attributes and dimensions, an assessment of the existing condition with recommended maintenance and repairs, estimated cost of maintenance/repairs/rehabilitation, and prioritization based on available funding. After preparation of the RFP is complete, we will answer questions during the solicitation process, review and rank submitted proposals, negotiate the fee, recommend the consultant to be selected and prepare the staff report and contract for award by the City Council.

Estimated Cost – 60 hours at \$258 per hour plus incidentals = \$15,500 budget.

Estimated schedule – July 2024 to November 2024

Assuming the consultant contract is awarded, we estimate another 60 hours for managing and directing the consultant, reviewing draft reports over a six-to-nine-month period until final deliverable = \$15,500.

Estimated schedule – December 2024 to May/August 2025



### **Right of Way Landscape Maintenance Services**

Theis Engineering & Associates will coordinate with the Public Works Superintendent to develop a comprehensive scope of work for all landscape maintenance activities within the City's public streetscapes. We will prepare an RFP to solicit a landscape maintenance firm to deliver full time services using a crew of 3-4 persons that report to the Public Works Superintendent. After preparation of the RFP is complete, we will answer questions during the solicitation process, review and rank submitted proposals, negotiate the fee, recommend the contractor to be selected and prepare the staff report and contract for award by the City Council.

Estimated Cost – 50 hours at \$258 per hour plus incidentals = \$13,000 budget.

Estimated schedule – July 2024 to October 2024

Assuming the landscape maintenance contract is awarded, the Public Works Superintendent will manage the contractor and no additional services will be needed from the City Engineer on this task.

### **Coordination with the Maintenance Division for Additional As Needed Services for Limited Time Period**

Theis Engineering & Associates understands the City of Clayton operates with a small in-house staff to perform its citywide functions. The City is requesting some additional public works management services for various tasks beyond the existing contracted City Engineering services. We are pleased to offer an additional 12 hours per month for a limited time period which will be distributed over the following tasks as directed and/or prioritized by City Staff:

1. Oversight and provide support to the Energy Efficiency Project being performed by Climatec
2. Coordination with County Library Staff for potential library renovation project
3. Coordination with PG&E on rate schedule conversion for LED installation on City owned streetlights and future conversion on PG&E owned streetlights
4. Coordination with CEMEX on donation of funds or materials for a street improvement project along Mitchell Canyon Road
5. Coordination with Public Works Superintendent and provide support services

Total of 12 hours maximum per month at \$258 per hour = \$3,100 (NOT TO EXCEED PER MONTH).

Limited Time Period – July 2024 to June 2025 (12 months)

The City may elect to reassign any or all of the tasks at any time. The City will provide written directions as to the revised budgeted hours per month, if any, and what tasks to continue to work on.

Please contact me if you have any questions.

Sincerely,

Larry Theis  
President  
Theis Engineering & Associates