

1 FIRST AMENDMENT TO AGREEMENT NO. 35209

2 **35209**

3 THIS FIRST AMENDMENT TO AGREEMENT NO. 35209 is made and  
4 entered, in duplicate, as of July 3, 2019, for reference purposes only, pursuant to a minute  
5 order adopted by the City Council of the City of Long Beach at its meeting on March 5,  
6 2019, by and between RINCON CONSULTANTS, INC., a California corporation  
7 ("Consultant"), with a place of business at 180 North Ashwood Avenue, Ventura, California  
8 93003, and the CITY OF LONG BEACH, a municipal corporation ("City").

9 WHEREAS, City and Consultant (the "Parties") entered into Agreement No.  
10 35209 (the "Agreement") whereby Consultant agreed to provide on-call environmental,  
11 planning, affordable housing, and community engagement consultant services; and

12 WHEREAS, the Parties desire to add \$200,000 to the Agreement and attach  
13 an additional scope of work;

14 NOW, THEREFORE, in consideration of the mutual terms, covenants, and  
15 conditions herein contained, the Parties agree as follows:

16 1. Section 1.A. of the Agreement is hereby amended to read as follows:

17 "A. Consultant shall furnish specialized services more particularly  
18 described in Exhibit "A", attached to this Agreement and incorporated by this  
19 reference, in accordance with the standards of the profession, and City shall pay for  
20 these services in the manner described below, not to exceed Four Hundred Twenty-  
21 Five Thousand Dollars (\$425,000), at the rates or charges shown in Exhibit "B"."

22 2. The Scope of Work in Exhibit "A" to the Agreement is hereby amended  
23 to include additional services more particularly described in Exhibit "A-1", attached hereto  
24 and incorporated by this reference.

25 3. Except as expressly amended herein, all terms and conditions in  
26 Agreement No. 35209 are ratified and confirmed and shall remain in full force and effect.

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28 ///

OFFICE OF THE CITY ATTORNEY  
CHARLES PARKIN, City Attorney  
333 West Ocean Boulevard, 11th Floor  
Lona Beach, CA 90802-4664

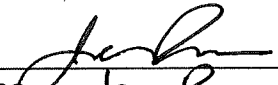
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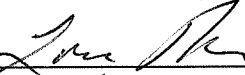
IN WITNESS WHEREOF, the Parties have caused this document to be duly executed with all formalities required by law as of the date first stated above.

RINCON CONSULTANTS, INC., a California corporation

\_\_\_\_\_, 2019

By   
Name Joe Power  
Title Vice President

\_\_\_\_\_, 2019

By   
Name Laciissa Davis  
Title vice President

**Tom Modica**  
**Assistant City Manager**

"Consultant"

**EXECUTED PURSUANT  
TO SECTION 301 OF  
THE CITY CHARTER**

CITY OF LONG BEACH, a municipal corporation

August 16, 2019


By   
City Manager

"City"

This First Amendment to Agreement No. 35209 is approved as to form on

July 25, 2019.

CHARLES PARKIN, City Attorney

By   
Deputy

# EXHIBIT "A-1"



Rincon Consultants, Inc.  
180 North Ashwood Avenue  
Ventura, California 93003

805 644 4455 OFFICE AND FAX

info@rinconconsultants.com  
www.rinconconsultants.com

June 20, 2019  
Project No: 19-08057

Christopher Koontz, AICP  
Long Beach Development Services Planning Bureau  
333 West Ocean Blvd., 5th Floor  
Long Beach, CA 90802  
Via email: [Christopher.Koontz@longbeach.gov](mailto:Christopher.Koontz@longbeach.gov)

**Subject: City of Long Beach Contract Planning Services**

Dear Mr. Koontz:

**Rincon Consultants, Inc. (Rincon)** is pleased to submit this bid to the City of Long Beach (City) Development Services Planning Bureau to provide contract planning services. We understand that the planner(s) assigned to this effort would be an extension of staff to assist the City process entitlement cases for up to one year.

We are very enthusiastic about the opportunity to work with the City and have identified a highly skilled planning professional with combined extensive technical qualifications and excellent customer service skills.

Over the course of our 25-year history, Rincon's planning staff have developed considerable experience providing contract planning services for a variety of project types, including entitlement review (residential, mixed-use, commercial, industrial, and institutional development projects), use permits, subdivisions and lot mergers, post-entitlement plan checks/verifications, and both City and developer-initiated General Plan amendments, zone changes, and Specific Plans/Specific Plan amendments. Supporting existing City staff, Rincon can help raise levels of service and expedite permits and processing where needed. Our local contract planning staff can seamlessly integrate into the City of Long Beach's Planning Bureau to assist Planning staff manage workloads and provide professional customer service.

Having prepared a number of CEQA documents for the City of Long Beach, Rincon has a unique understanding of Long Beach's community concerns, historic and emerging issues, and development standards, and has developed a positive working relationship with City staff.

Leading the team will be **Joe Power, AICP CEP**. He has 28 years of experience directing urban planning projects, including contract planning services. Mr. Power will be serving as Principal-in-Charge and contract administrator. **Lilly Rudolph, AICP** will serve as Project Manager in charge of day-to-day oversight. She has 18 years of planning experience, including eight years of local government current planning experience. **Tina Wilson** will be the contract planner. Ms. Wilson has 13 years of planning experience, including ten years of local government current planning experience. Her resume is attached for your consideration. Ms. Wilson can commence work immediately and will be available up to 24 hours a week, while we identify additional staff support to provide services up to 40 hours a week.



## Scope of Work

The City of Long Beach has requested contract planning services to process various entitlement submittals. The work will be directed through the City’s Planning and Building Department and will involve a variety of tasks such as:

- Review of planning permit applications and plans for conformance with applicable regulations and General Plan policies
- Preparation of thorough and timely application completeness letters and decision letters, staff reports, findings, and resolutions
- Providing excellent customer service to the public, developers, architects, attorneys and applicants during the project review process for planning applications
- Thorough and accurate plan check review
- Clear and open communication and coordination with City staff, and well-organized record keeping and project management
- Thorough understanding of all assigned projects and ability to competently respond to questions that are presented by public commissions, boards and city council
- Support and guidance to City staff in developing materials and processes for entitlement customer service
- Provide public counter support, including responding to general inquiries

We assume that the City will be generally responsive to answer questions or provide clarity, as needed. We also assume that the City will make available the tools, data, and information necessary to perform our work.

## Staffing

The following chart highlights the name, title and responsibility of each staff member.

### Project Staff

Name	Title	Role/Responsibility
Joe Power, AICP CEP	Principal/Senior Vice President	Principal-in-Charge, Contract Administrator
Lilly Rudolph, AICP, MPA	Senior Program Manager	Project Manager, Supervisor
Tina Wilson	Contract Planner	Primary Point of Contact and Contract Planner
To be determined	Contract Planner	Secondary Point of Contact and Contract Planner

## Schedule

Work will commence immediately upon contract execution and will continue until one year from the start date. We understand that the City is seeking contract planning assistance up to 40 hours a week. Tina Wilson’s availability is limited to 24 hours per week, with 16 hours per week at City offices. In the meantime, Rincon will work diligently to identify additional staff support.



## Fee Schedule

Rincon's fee schedule is based on the time that is charged to projects by our professionals and support staff. Direct costs associated with completing a project are also billed to the project as outlined below. The rates below are for personnel listed in the proposal and Rincon's direct expenses. Below we have provided a table of the classification and standard hourly rate for the assigned staff.

### Standard Hourly Rate for Contract Planning Services

Name	Classification	Hourly Billing Rate
Joe Power, AICP CEP	Principal I	\$240
Lilly Rudolph, AICP, MPA	Senior Planner II	\$195
Tina Wilson	Senior Planner I	\$160
To be identified	Professional IV – Senior Planner I	\$145 - \$160
Clerical	Clerical	\$75

Rincon Consultants, Inc. is a fully insured California Corporation. Our fee includes comprehensive general professional liability insurance, as well as workers compensation coverage. Rincon Consultants is an equal opportunity employer. This offer for professional services will remain in effect for a period of 30 days from the date of this proposal.

Our regular fee schedule is found on the following page.



Rincon Consultants, Inc.

180 North Ashwood Avenue  
Ventura, California 93003

805 644 4455 OFFICE AND FAX

info@rinconconsultants.com  
www.rinconconsultants.com

## Standard Fee Schedule for Environmental Sciences and Planning Services

Professional, Technical & Support Personnel*	Hourly Rate
Principal II	\$240
Director II	\$240
Principal I	\$220
Director I	\$220
Senior Supervisor II	\$205
Supervisor I	\$195
Senior Professional II	\$175
Senior Professional I	\$160
Professional IV	\$145
Professional III	\$130
Professional II	\$115
Professional I	\$105
Associate III	\$95
Associate II	\$90
Associate I	\$82
Project Assistant	\$75
Senior GIS Specialist	\$140
GIS/CADD Specialist II	\$125
GIS/CADD Specialist I	\$112
Technical Editor	\$112
Production Specialist	\$88
Clerical	\$75

\* Professional classifications include: environmental scientists, urban planners, biologists, geologists, marine scientists, GHG verifiers, sustainability experts, cultural resources experts and other professionals. Expert witness services consisting of depositions or in-court testimony are charged at the hourly rate of \$350.

### Photocopying and Printing

Photocopies will be charged at a rate of \$0.16/copy for single-sided copies and \$0.32 for double-sided copies. Colored copies will be charged at a rate of \$1.50/copy for single-sided and \$3.00/copy for color, double-sided or 11"x17" copies. Oversized maps or display graphics will be charged at a rate of \$8.00/square foot.

### Reimbursable Expenses

Reimbursable Expenses are costs associated with completing a project that are not include the hourly billing rates described above. Reimbursable expenses include, but are not limited to, the following:

1. Direct costs associated with the execution of a project are billed at cost plus 15 percent to cover General and Administrative services. Direct costs include, but are not limited to, laboratory and drilling services charges, subcontractor services, authorized travel expenses, permit charges and filing fees, printing and graphic charges, mailings and postage, performance bonds, sample handling and shipment, rental equipment and vehicles other than covered by the above charges, etc. Communications charges and miscellaneous office expenses (including PDAs, cell phones, phone, fax, and electronic data transmittals, digital cameras, photo processing, etc.) are billed at 3 percent of total labor.



2. Transportation fees: Transportation fees. Mileage will be charged at the IRS standard mileage rate at the time of cost incurred (applies to all business miles incurred in company and employee-owned vehicles).

Thank you for considering Rincon for this assignment. Please do not hesitate to contact us if you have questions about this proposal or need additional information.

Sincerely,  
Rincon Consultants, Inc.

A handwritten signature in cursive script, appearing to read "Lilly Rudolph".

Lilly Rudolph, MPA, AICP  
Senior Program Manager  
Phone: 805-644-4455 x48  
Email: [lrudolph@rinconconsultants.com](mailto:lrudolph@rinconconsultants.com)

*Contact for Clarification*

A handwritten signature in cursive script, appearing to read "Joe Power".

Joe Power, AICP CEP  
Senior Principal/Vice President  
Phone: 805-644-4455 x12  
Email: [jpower@rinconconsultants.com](mailto:jpower@rinconconsultants.com)

*Authorized to contractually obligate and  
negotiate on behalf of Rincon Consultants, Inc.*

Attachment: Tina Wilson Resume





## Tina Wilson

### SENIOR PLANNER

Tina Wilson is a Senior Planner with Rincon Consultants. She has professional experience as a land use and environmental planner, specializing in contract planning, entitlement processing, and the preparation of CEQA environmental assessments. Her duties at Rincon include managing and/or completing assignments for multiple planning agencies, including assignments executed within agency offices, land use and entitlement planning, preparing and reviewing CEQA and NEPA environmental assessments, technical studies, and planning documents, conducting field work necessary to complete high quality technical studies, attending meetings and public hearings pertaining to existing and potential projects, and coordinating and consulting with federal, state, and local regulatory agencies.

### EDUCATION

Bachelor of Arts,  
Environmental Analysis &  
Design, University of California,  
Irvine, 1999

Certificate, Environmental  
Compliance, California State  
University, Fullerton, Extension

### PROJECT EXPERIENCE

#### CONTRACT PLANNING

- Malibu Contract Planning Services, City of Malibu, CA
- Planner, City of Solvang
- Planner, City of Santa Maria
- Planner, County of Santa Barbara
- Oxnard On-Call Permit Processing Services, City of Oxnard, CA
- City of Ventura Contract Planning, City of Ventura, CA

#### CEQA

- EBBRT Re-eval International Blvd CEQA, Alameda Contra Costa Transit District
- Oakland Bicycle Master Plan Update, Alta Planning & Design, Oakland, CA
- CSUCI Central Mall Landscape Re-Design, California State University Channel Islands, Channel Islands, CA
- HSU Trinity Annex IS-MND, California State University Humboldt, Humboldt, CA
- CSUN Baseball Park CEQA, California State University Northridge, Northridge, CA
- SJSU Track and Field Project IS-MND, California State University San Jose, San Jose, CA
- Casitas MWD Ojai Water Systems Improvement Project, Casitas Municipal Water District
- CVSan Initial Study, Castro Valley Sanitation District, Castro Valley, CA
- JAF Park Infiltration Cistern Project CEQA, City of Bell Gardens, Bell Gardens, CA
- Adeline Corridor Specific Plan EIR, City of Berkeley, Berkeley, CA
- El Segundo Zone Text Amendment and Hotel Project, City of El Segundo, El Segundo, CA
- Pine Vista Condominium Project IS-MND, City of Hayward, Hayward, CA
- Harvey Avenue Residential Project IS/MND, City of Hayward, Hayward, CA
- 4800 Long Beach Boulevard IS/MND, City of Long Beach, Long Beach, CA
- 5100 Long Beach Boulevard IS/MND, City of Long Beach, Long Beach, CA
- Well 3 Tank Demolition Project, City of Merced, Merced, CA



## PROJECT EXPERIENCE, CONT'D

- Marin Country Club Project CEQA IS, City of Novato, Novato, CA
- 2035 Novato General Plan EIR, City of Novato, Novato, CA
- Residence Inn IS-MND, City of Novato, Novato, CA
- Foothill Boulevard Mixed-Use Project EIR, City of Pasadena, Pasadena, CA
- Redwood Mixed-Use Live/Work Zoning Amendment CEQA, City of Redwood, Redwood, CA
- The Exchange EIR, City of Riverside, Riverside, CA
- Santa Ana Affordable Housing Projects EA, City of Santa Ana - Community Development Agency, Santa Ana, CA
- 4th and Main Mixed-Use EIR Addendum, City of Santa Ana - Community Development Agency, Santa Ana, CA
- Light Feasibility Study at Turlock Regio, City of Turlock, Turlock, CA
- City of Ventura Contract Planning, City of Ventura, Ventura, CA
- VTA Olivas Park SP EIR Addendum, City of Ventura, Ventura, CA
- Walnut Mixed Use, City of Walnut, Walnut, CA
- 1530 W. Cameron 56-Unit Townhome Project, City of West Covina, West Covina, CA
- Paseo Sereno EIR Madera County, County of Madera - Planning Division, Madera County, CA

## DETAILED PROJECT EXPERIENCE

### **City of Berkeley – 1050 Parker Street IS-MND, Berkeley, CA**

Mrs. Wilson assisted with the preparation of an Initial Study – Mitigated Negative Declaration for a mixed-use three-story 61,000 sq. ft. office building project within the City of Berkeley.

### **City of Grover Beach – 1176 Ramona Avenue Development Permit, Grover Beach, CA**

Mrs. Wilson assisted with the preparation of a Planning Commission Staff Report, Resolution and CEQA Class 32 Categorical Exemption Report for a Development Permit for an 18-unit apartment complex within the City of Berkeley.

### **City of Malibu – 3328 Serra Road CDP, Malibu, CA**

Mrs. Wilson prepared a Planning Commission Staff Report, Resolution and PowerPoint Presentation for a Coastal Development Permit for six greenhouses and an orchard within the City of Malibu.

### **City of Malibu – 20272 Inland Lane CDP, Malibu, CA**

Mrs. Wilson prepared a Planning Commission Staff Report and Resolution for a Coastal Development Permit Amendment for a new single-family residence and associated development that included a Variance from the geologic factor of safety, a Site Plan Review for a flat roof height exceeding 18 feet, a Minor Modification to a side yard setback and an Extension of Time for the original CDP within the City of Malibu.

### **City of Malibu – 21070 & 21100 Las Flores Mesa Drive CDP, Malibu, CA**

Mrs. Wilson prepared a Planning Commission Staff Report and Resolution for a Coastal Development Permit for a swimming pool and associated development that included a Variance for slopes steeper than 2 ½:1, a Site Plan Review for a deck height exceeding 18 feet, Minor Modifications to both side and rear yard setbacks and a Lot Merger within the City of Malibu.

