

# Attachment C

This page intentionally left blank.

**AMENDMENT NO. 1  
TO PROFESSIONAL SERVICES AGREEMENT  
BETWEEN COUNTY OF MONTEREY AND  
COFFMAN ASSOCIATES, INC.**

**THIS AMENDMENT NO. 1** to the Professional Services Agreement between the County of Monterey, a political subdivision of the State of California (hereinafter, "County") and Coffman Associates, Inc. (hereinafter, "CONTRACTOR") is hereby entered into between the County and the CONTRACTOR (collectively, the "Parties") and effective as of the last date opposite the respective signatures below.

**WHEREAS**, CONTRACTOR entered into a Professional Services Agreement with County on February 12, 2015 (hereinafter, "Agreement") to provide airport land use planning consulting services for four (4) general public use airports within Monterey County (hereinafter, "services") through February 10, 2018 with the option to renew for an additional one (1) year period for an amount not to exceed \$486,025; and

**WHEREAS**, County funded Phase I services of the Agreement have been completed since June 30, 2015; and

**WHEREAS**, County will direct CONTRACTOR to commence Element 1, Monterey Regional Airport, and Element 2, Marina Municipal Airport, of Phase II services of the Agreement based on County approved allocation of grant matching funds on June 7, 2016 and upon execution of the California Department of Transportation (Caltrans) Grant Agreement; and

**WHEREAS**, Phase II services of the Agreement for Element 3, Salinas Municipal Airport ALUCP Update, in the amount of \$144,000 and Element 4, Mesa Del Rey Airport ALUCP Update, in the amount of \$124,600 have been deleted; and

**WHEREAS**, the Parties wish to amend the Agreement to revise the services and to reduce the amount of the Agreement by \$268,600 for a total amount not to exceed \$217,425 to allow CONTRACTOR to continue to provide services identified in the Agreement and as amended by this Amendment No. 1.

**NOW, THEREFORE**, the Parties agree to amend the Agreement as follows:

1. Amend Paragraph 1, "Services to be Provided", to read as follows:

The County hereby engages CONTRACTOR to perform, and CONTRACTOR hereby agrees to perform, the services described in **Exhibit A-1** in conformity with the terms of this Agreement. The services are generally described as follows: **Provide** airport land use planning consulting services for two (2) general public use airports within Monterey County (RFQ #10451).

2. Amend Paragraph 2, "Payments by County", to read as follows:

County shall pay the CONTRACTOR in accordance with the payment provisions set forth in Exhibit A-1, subject to the limitations set forth in this Agreement. The total amount payable by County to CONTRACTOR under this Agreement shall not exceed the sum of \$217,425.

3. Amend Paragraph 4, "Additional Provisions/Exhibits", to delete "Exhibit A, Scope of Services/Payment Provisions" and to add "Exhibit A-1, Scope of Services/Payment Provisions".
4. In all places within the Agreement, any reference to "Exhibit A, Scope of Services/Payment Provisions", of the Agreement is hereby replaced with "Exhibit A-1, Scope of Services/Payment Provisions".
5. All other terms and conditions of the Agreement remain unchanged and in full force.
6. This Amendment No. 1 shall be attached to the Agreement and incorporated therein as if fully set forth in the Agreement.
7. The recitals to this Amendment No. 1 are incorporated into the Agreement and this Amendment No. 1.

IN WITNESS WHEREOF, the Parties hereto have executed this Amendment No. 1 to the Agreement which shall be effective as of the last date opposite the respective signatures below.

**COUNTY OF MONTEREY**

By: [Signature]  
Contracts/Purchasing Officer

Date: 7-18-16

**Approved as to Form and Legality  
Office of the County Counsel**

By: [Signature]  
Mary Grace Perry  
Deputy County Counsel

Date: July 19, 2016

**Approved as to Fiscal Provisions**

By: [Signature]  
Auditor/Controller

Date: 7-12-16

**Approved as to Indemnity and Insurance Provisions**

By: \_\_\_\_\_  
Risk Management

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

\*INSTRUCTIONS: IF CONTRACTOR is a corporation, including limited liability and non-profit corporations, the full legal name of the corporation shall be set forth above together with the signatures of two specified officers. If CONTRACTOR is a partnership, the name of the partnership shall be set forth above together with the signature of a partner who has authority to execute this Agreement on behalf of the partnership. IF CONTRACTOR is contracting in an individual capacity, the individual shall set forth the name of the business, if any, and shall personally sign the Agreement.

**CONTRACTOR\***

Coffman Associates, Inc.  
Contractor's Business Name

By: [Signature]  
(Signature of Chair, President or Vice President)

Its: STEVEN G. BENSON, PRESIDENT  
(Print Name and Title)

Date: 7-5-16

By: [Signature]  
(Signature of Secretary, Asst. Secretary, CFO,  
Treasurer or Asst. Treasurer)

Its: Stephen C. Wagner, CFO  
(Print Name and Title)

Date: 7-5-16

## EXHIBIT A-1 – SCOPE OF SERVICES/PAYMENT PROVISIONS

To Agreement by and between  
County of Monterey,  
hereinafter referred to as “County”  
and

Coffman Associates, Inc., hereinafter referred to as “CONTRACTOR”

### A. SCOPE OF SERVICES

A.1 CONTRACTOR shall provide services and staff, and otherwise do all things necessary for or incidental to the performance of work, as set forth below:

Provide an update of the Airport Land Use Compatibility Plans (ALUCP), Environmental Documentation, and approval support for the County.

#### **Introduction**

The ALUCP Update Scope of Services is being prepared to establish the framework and task descriptions for updating the ALUCP documents for Monterey Regional, Marina Municipal, Salinas Municipal, and Mesa Del Rey Airports. Monterey Regional and Marina Municipal Airport ALUCP Updates are currently being drafted under separate contract. This Scope of Services will only include tasks for *California Environmental Quality Act* (CEQA) documentation and Airport Land Use Commission (ALUC) approval support for Monterey Regional and Marina Municipal Airports. Tasks for complete ALUCP updates for Salinas Municipal and Mesa Del Rey Airports are included in this Scope of Services.

The ALUCP updates will incorporate subsequent changes in the latest edition of the *Caltrans Airport Land Use Planning Handbook* (2011), circumstances that may have invalidated previous policies, and compatibility criteria. Still valid policies may be retained, while new policies may be developed for those policies no longer valid or considered to be unacceptable or unworkable. Coordination between County and CONTRACTOR will be essential to bring together all facts and data relevant to the project effort and to develop a mutual agreement regarding future land use development in the vicinity of the County’s public use airports.

#### **PHASE I (COUNTY FUNDED)**

##### **ELEMENT 1 – PREPARE FUNDING STRATEGY AND GRANT APPLICATION(S)**

###### **Task 1.1 - Prepare Funding Strategy**

Prepare a summary of possible funding sources for the public outreach and CEQA environmental documentation for the Monterey Regional and Marina Municipal Airport ALUCPs. Funding sources for the preparation of complete ALUCPs for Salinas Municipal and Mesa Del Rey Airports, and ALUC approval support will also be identified and pursued. Airport sponsors and jurisdictions in the vicinity of the airports

## EXHIBIT A-1 – SCOPE OF SERVICES/PAYMENT PROVISIONS

will be identified, negotiation points will be developed, and memorandum of agreements initiated.

As funding sources are identified, grant applications for Caltrans and/or other funding sources will be prepared for funding ALUCP update studies, CEQA documentation, and support services as needed.

***Responsibilities:***

***CONTRACTOR:*** Primary responsibility for task.

***County:*** Review.

***Product:*** Summary of funding sources, negotiation points, initiation of memorandum of agreements, and grant applications as needed for ALUCP update studies, CEQA documents, and support services.

### ELEMENT 2 – ALUC COORDINATION AND POLICY DEVELOPMENT

**Task 2.1 - Prepare a Summary of General ALUCP Policies**

Identify general policies, including geographic scope for each ALUCP, definitions, types of actions reviewed, types of airport impacts, ALUC overrule policies, ALUCP updates, review processes, and general compatibility criteria.

***Responsibilities:***

***CONTRACTOR:*** Primary responsibility for task.

***County:*** Review.

***Product:*** Up to twenty (20) hard copies of a summary document outlining general ALUCP policies.

**Task 2.2 - Attend ALUC Meeting to Review Summary of General ALUCP Policies**

Meet with and give a presentation to the ALUC on the proposed County-wide ALUCP policies. The presentation will address the source, potential impacts, and potential benefits of each proposed policy.

***Responsibilities:***

***CONTRACTOR:*** Provide presentations and necessary graphics for the meetings.

***County:*** Coordinate jointly with CONTRACTOR. Provide for meeting locations and any meeting notices or mailing, if determined to be appropriate.

***Product:*** Presentation at ALUC coordination meeting.

## EXHIBIT A-1 – SCOPE OF SERVICES/PAYMENT PROVISIONS

### **Task 2.3 - Prepare a General ALUCP Policy Plan**

Based on the results of Tasks 2.1 and 2.2, refine general ALUCP policies and prepare a general ALUCP policy plan.

#### ***Responsibilities:***

**CONTRACTOR:** CONTRACTOR will be responsible for this task.

**County:** Review.

**Product:** Up to twenty (20) hard copies of a general ALUCP plan.

### **Task 2.4 - Attend ALUC Meeting to Review General ALUCP Policy Plan**

Meet with and give a presentation to the ALUC on the County-wide ALUCP policy plan.

#### ***Responsibilities:***

**CONTRACTOR:** Provide presentations and necessary graphics for the meetings.

**County:** Coordinate jointly with CONTRACTOR. Provide for meeting locations and any meeting notices or mailing, if determined to be appropriate.

**Product:** Presentation at ALUC coordination meeting.

## PHASE II

### **ELEMENT 1 – MONTEREY REGIONAL AIRPORT, PUBLIC OUTREACH, CEQA INITIAL STUDY AND ALUCP APPROVAL SUPPORT**

#### **Task 1.1 - Public Workshop #1**

A public workshop will be held to provide an opportunity for the general public to participate in the ALUCP update process. The purpose of the workshop will be to discuss the Draft ALUCP, obtain input into the final recommended land use compatibility policies, and discuss the upcoming Initial Study. An open-house format is planned for this workshop.

#### ***Responsibilities:***

**CONTRACTOR:** Provide meeting notices, print ads, presentations, and necessary graphics for the meetings.

**County:** Coordinate jointly with CONTRACTOR. Provide for meeting locations, send meeting notices or mailing, and publish print ads if determined to be appropriate.

**Product:** Public workshop.



## EXHIBIT A-1 – SCOPE OF SERVICES/PAYMENT PROVISIONS

### **Task 1.2 – Displacement Analysis**

Using Geographical Information System (GIS) data sets already developed as part of the Monterey Regional ALUCP Update, an analysis of the impact of the updated safety, noise, and airspace zones on future planned and zoned development will be prepared for the airport influence area. This analysis will be summarized in a series of tables and text.

#### ***Responsibilities:***

**CONTRACTOR:** CONTRACTOR will be responsible for this task.

**County:** Review.

**Product:** A displacement analysis for incorporation into the Initial Study for the ALUCP Update.

### **Task 1.3 – Prepare Administrative Draft Initial Study (IS)**

The CONTRACTOR will prepare an Administrative Draft of the IS of Environmental Impacts in accordance with CEQA and Monterey County guidelines. It is anticipated that the only environmental concerns which would need to be addressed to any significant degree are those involving noise, safety, housing, and land use. The CONTRACTOR will submit up to five (5) hard copies of the IS for staff review.

#### ***Responsibilities:***

**CONTRACTOR:** CONTRACTOR will be responsible for this task.

**County:** Review. As necessary, ALUC staff will review material with the ALUC.

**Product:** Up to five (5) hard copies of the Administrative Draft IS for the ALUCP Update.

### **Task 1.4 – Prepare Final IS**

The CONTRACTOR will incorporate staff comments from the Administrative Draft IS and prepare the Final IS for the Monterey Regional Airport ALUCP Update. Both electronic and printed copies of this document will be prepared. The CONTRACTOR will submit up to twenty (20) hard copies of the Final IS and for posting the document on the County's website.

#### ***Responsibilities:***

**CONTRACTOR:** CONTRACTOR will be responsible for this task.

**County:** Review. As necessary, ALUC staff will review material with the ALUC.

**Product:** Up to twenty (20) hard copies of the Final IS for the ALUCP Update. One (1) electronic copy of the document for posting on the County's website.

## EXHIBIT A-1 – SCOPE OF SERVICES/PAYMENT PROVISIONS

### **Task 1.5 – Determine Environmental Documentation (CEQA)**

Based on the IS, the ALUC will determine the appropriate form of CEQA documentation for the proposed ALUCP Update. In the event that the completed IS shows that there is no substantial evidence that the proposed ALUCP Update may have a significant impact on the environment, or that mitigation measures incorporated into the ALUCP would avoid any significant impacts, ALUC may adopt a Negative Declaration (ND) or Mitigated Negative Declaration (MND). If the ALUC determines on the basis of the completed IS that there is substantial evidence the ALUCP may have significant environmental effects, or that it is unclear whether the ALUCP would have such effects and there is serious public controversy and/or disagreement among experts concerning potential significant effects, a Notice of Preparation (NOP) will be distributed indicating that an Environmental Impact Report (EIR) will be prepared for the project.

#### ***Responsibilities:***

**CONTRACTOR:** Assist ALUC in determining and distributing the IS and any Notice of Determination (NOD) (for ND or MND) or NOP (for EIR).

**County:** Decide whether to adopt a ND or MND, or to prepare an EIR.

**Product:** NOD or NOP as needed.

### **Task 1.6 - Additional Environmental Documentation (To Be Determined)**

Preparation of a focused EIR, as agreed to by the ALUC. The EIR document may be focused to address a limited number of potentially significant impacts, as may have been identified in the IS. The final Scope of Services and cost for this task will be based on negotiations between the County and the CONTRACTOR.

#### ***Responsibilities:***

**CONTRACTOR:** Prepare an EIR.

**County:** Negotiate the final Scope of Services and cost for the preparation of the additional environmental documentation.

**Product:** An EIR.

### **Task 1.7 – Response to Comments**

CONTRACTOR will provide written responses to comments received during the notice period.

#### ***Responsibilities:***

**CONTRACTOR:** CONTRACTOR will be responsible for this task.

**County:** Review.

**Product:** Responses to comments.

## EXHIBIT A-1 – SCOPE OF SERVICES/PAYMENT PROVISIONS

### **Task 1.8 – Public Workshop #2**

A public workshop will be held to provide an opportunity for the general public to comment on the Draft ALUCP. An open-house format is planned for this workshop.

#### ***Responsibilities:***

**CONTRACTOR:** Provide meeting notices, print ads, presentations, and necessary graphics for the meetings.

**County:** Coordinate jointly with CONTRACTOR. Provide for meeting locations, send meeting notices or mailing, and publish print ads if determined to be appropriate.

**Product:** Public workshop.

### **Task 1.9 – ALUC Meeting**

Attend ALUC meeting and give a presentation on the Draft ALUCP Update and IS.

#### ***Responsibilities:***

**CONTRACTOR:** Attend ALUC meeting and give a presentation in a workshop format on the Draft ALUCP and IS.

**County:** Coordinate jointly with CONTRACTOR.

**Product:** Presentation to the ALUC.

### **Task 1.10 - Prepare Final Airport Comprehensive Airport Land Use Plan Update and Implementation Materials**

Prepare the Final Airport Comprehensive Airport Land Use Plan Update and Implementation Materials.

#### ***Responsibilities:***

**CONTRACTOR:** Design, write, and print a final report.

**County:** Review and distribute. ALUC staff will review material with the ALUC.

**Product:** A final report documenting the complete ALUCP Update. Thirty (30) hard copies shall be provided. A digital version of the plan will also be provided on CD.

## **MONTEREY REGIONAL AIRPORT OPTIONAL TASKS**

### **Task 1.11 – Additional Mapping and Analysis**

Should GIS data files for the mapping and analysis not exist for existing land uses, zoning, general/specific plan land uses, or other information necessary to complete the project, time from this task will be used to generate/prepare this information. County approval will be needed for using time from this task.

## EXHIBIT A-1 – SCOPE OF SERVICES/PAYMENT PROVISIONS

**Responsibilities:**

**CONTRACTOR:** CONTRACTOR will be responsible for this task after County approval.

**County:** Request as needed.

**Product:** Additional project mapping and analysis as needed.

**Task 1.12 – Additional Coordination and Meeting**

As requested by the County, the CONTRACTOR will participate in conference calls, assist with staff reports, and prepare presentation materials. As requested by the County, the CONTRACTOR will attend up to one (1) meeting and give a presentation. The purpose of this meeting will be to discuss topics as requested by the County at any time during the ALUCP Update and IS process.

**Responsibilities:**

**CONTRACTOR:** Participate in conference calls, assist with staff reports, and prepare presentation materials as requested by the County. Attend up to one (1) meeting and provide a presentation and necessary graphics for the meeting as requested by the County.

**County:** Coordinate jointly with CONTRACTOR. Provide for meeting location and any meeting notices or mailing, if determined to be appropriate.

**Product:** General coordination tasks as requested by the County. Up to one (1) meeting is budgeted and attended by up to two (2) CONTRACTOR team members.

**Task 1.13 – Assistance to ALUC During CEQA Approval Process**

CONTRACTOR will provide assistance to ALUC staff as needed during the CEQA approval process. CONTRACTOR shall provide assistance with presentation graphics, PowerPoint presentations, and staff report review under this task.

**Responsibilities:**

**CONTRACTOR:** CONTRACTOR will be responsible for this task.

**County:** Request as needed.

**Product:** Assistance with presentation graphics, PowerPoint presentations, and staff report review during the approval process.

**Task 1.14 – Response to Public Hearing Comments**

Responses will be prepared to all comments raised at the public hearing and submitted in writing during the official comment period.

## EXHIBIT A-1 – SCOPE OF SERVICES/PAYMENT PROVISIONS

### ***Responsibilities:***

***CONTRACTOR:*** Prepare responses to comments. Submit them to County for review.

***County:*** Review and approval of responses to comments.

***Product:*** Responses to comments received at public hearing and submitted in writing during the official comment period.

## **ELEMENT 2 – MARINA MUNICIPAL AIRPORT, PUBLIC OUTREACH, CEQA IS AND ALUCP APPROVAL SUPPORT**

### **Task 2.1 - Public Workshop #1**

A public workshop will be held to provide an opportunity for the general public to participate in the ALUCP update process. The purpose of the workshop will be to discuss the Draft ALUCP, obtain input into the final recommended land use compatibility policies, and discuss the upcoming IS. An open-house format is planned for this workshop.

### ***Responsibilities:***

***CONTRACTOR:*** Provide meeting notices, print ads, presentations, and necessary graphics for the meetings.

***County:*** Coordinate jointly with CONTRACTOR. Provide for meeting locations, send meeting notices or mailing, and publish print ads if determined to be appropriate.

***Product:*** Public workshop.

### **Task 2.2 – Displacement Analysis**

Using GIS data sets already developed as part of the Marina Municipal ALUCP Update, an analysis of the impact of the updated safety, noise, and airspace zones on future planned and zoned development will be prepared for the airport influence area. This analysis will be summarized in a series of tables and text.

### ***Responsibilities:***

***CONTRACTOR:*** CONTRACTOR will be responsible for this task.

***County:*** Review.

***Product:*** A displacement analysis for incorporation into the Initial Study for the ALUCP Update.

### **Task 2.3 – Prepare Administrative Draft IS**

The CONTRACTOR will prepare an Administrative Draft of the IS of Environmental Impacts in accordance with CEQA and Monterey County guidelines. It is anticipated that the only environmental concerns which would need to be addressed to any significant degree are those involving noise, safety, housing, and land use. The CONTRACTOR will submit up to five (5) hard copies of the IS for staff review.

## EXHIBIT A-1 – SCOPE OF SERVICES/PAYMENT PROVISIONS

### ***Responsibilities:***

**CONTRACTOR:** CONTRACTOR will be responsible for this task.  
**County:** Review. As necessary, ALUC staff will review material with the ALUC.

**Product:** Up to five (5) hard copies of the Administrative Draft IS for the ALUCP Update.

### **Task 2.4 – Prepare Final IS**

The CONTRACTOR will incorporate staff comments from the Administrative Draft IS and prepare the Final IS for the Marina Municipal Airport ALUCP Update. Both electronic and printed copies of this document will be prepared. The CONTRACTOR will submit up to twenty (20) hard copies of the Final IS and for posting the document on the County's website.

### ***Responsibilities:***

**CONTRACTOR:** CONTRACTOR will be responsible for this task.  
**County:** Review. As necessary, ALUC staff will review material with the ALUC.

**Product:** Up to twenty (20) hard copies of the Final IS for the ALUCP Update. One (1) electronic copy of the document for posting on the County's website.

### **Task 2.5 - Determine Environmental Documentation (CEQA)**

Based on the IS, the ALUC will determine the appropriate form of CEQA documentation for the proposed ALUCP Update. In the event that the completed IS shows that there is no substantial evidence that the proposed ALUCP Update may have a significant impact on the environment, or that mitigation measures incorporated into the ALUCP would avoid any significant impacts, ALUC may adopt a ND or MND. If the ALUC determines on the basis of the completed IS that there is substantial evidence the ALUCP may have significant environmental effects, or that it is unclear whether the ALUCP would have such effects and there is serious public controversy and/or disagreement among experts concerning potential significant effects, a NOP will be distributed indicating that an EIR will be prepared for the project.

### ***Responsibilities:***

**CONTRACTOR:** Assist ALUC in determining and distributing the IS and any NOD (for ND or MND) or NOP (for EIR).

**County:** Decide whether to adopt a ND or MND, or to prepare an EIR.

**Product:** NOD or NOP as needed

## EXHIBIT A-1 – SCOPE OF SERVICES/PAYMENT PROVISIONS

### **Task 2.6 - Additional Environmental Documentation (To Be Determined)**

Preparation of a focused EIR, as agreed to by the ALUC. The EIR document may be focused to address a limited number of potentially significant impacts, as may have been identified in the IS. The final Scope of Services and cost for this task will be based on negotiations between the County and the CONTRACTOR.

#### ***Responsibilities:***

**CONTRACTOR:** Prepare an EIR.

**County:** Negotiate the final Scope of Services and cost for the preparation of the additional environmental documentation.

**Product:** An EIR.

### **Task 2.7 – Response to Comments**

CONTRACTOR will provide written responses to comments received during the notice period.

#### ***Responsibilities:***

**CONTRACTOR:** CONTRACTOR will be responsible for this task.

**County:** Review.

**Product:** Responses to comments.

### **Task 2.8 – Public Workshop #2**

A public workshop will be held to provide an opportunity for the general public to comment on the Draft ALUCP. An open-house format is planned for this workshop.

#### ***Responsibilities:***

**CONTRACTOR:** Provide meeting notices, print ads, presentations, and necessary graphics for the meetings.

**County:** Coordinate jointly with CONTRACTOR. Provide for meeting locations, send meeting notices or mailing, and publish print ads if determined to be appropriate.

**Product:** Public workshop.

### **Task 2.9 – ALUC Meeting**

Attend ALUC meeting and give a presentation on the Draft ALUCP Update and IS.

#### ***Responsibilities:***

**CONTRACTOR:** Attend ALUC meeting and give a presentation in a workshop format on the Draft ALUCP and IS.

**County:** Coordinate jointly with CONTRACTOR.

**Product:** Presentation to the ALUC.

## EXHIBIT A-1 – SCOPE OF SERVICES/PAYMENT PROVISIONS

### **Task 2.10 - Prepare Final Airport Comprehensive Airport Land Use Plan Update and Implementation Materials**

Prepare the Final Airport Comprehensive Airport Land Use Plan Update and Implementation Materials.

***Responsibilities:***

**CONTRACTOR:** Design, write, and print a final report.

**County:** Review and distribute. ALUC staff will review material with the ALUC.

**Product:** A final report documenting the complete ALUCP Update. Twenty (20) hard copies shall be provided. A digital version of the plan will also be provided on CD.

### **MARINA MUNICIPAL AIRPORT OPTIONAL TASKS**

#### **Task 2.11 – Additional Mapping and Analysis**

Should GIS data files for the mapping and analysis not exist for existing land uses, zoning, general/specific plan land uses, or other information necessary to complete the project, time from this task will be used to generate/prepare this information. County approval will be needed for using time from this task.

***Responsibilities:***

**CONTRACTOR:** CONTRACTOR will be responsible for this task after County approval.

**County:** Request as needed.

**Product:** Additional project mapping and analysis as needed.

#### **Task 2.12 – Additional Coordination and Meeting**

As requested by the County, the CONTRACTOR will participate in conference calls, assist with staff reports, and prepare presentation materials. As requested by the County, the CONTRACTOR will attend up to one (1) meeting and give a presentation. The purpose of this meeting will be to discuss topics as requested by the County at any time during the ALUCP Update and IS process.

***Responsibilities:***

**CONTRACTOR:** Participate in conference calls, assist with staff reports, and prepare presentation materials as requested by the County. Attend up to one (1) meeting and provide a presentation and necessary graphics for the meeting as requested by the County.

**County:** Coordinate jointly with CONTRACTOR. Provide for meeting locations and any meeting notices or mailing, if determined to be appropriate.



## EXHIBIT A-1 – SCOPE OF SERVICES/PAYMENT PROVISIONS

**Product:** General coordination tasks as requested by the County. Up to one (1) meeting is budgeted and attended by up to two (2) CONTRACTOR team members.

### **Task 2.13 – Assistance to ALUC During CEQA Approval Process**

CONTRACTOR will provide assistance to ALUC staff as needed during the CEQA approval process. CONTRACTOR shall provide assistance with presentation graphics, PowerPoint presentations, and staff report review under this task.

#### **Responsibilities:**

**CONTRACTOR:** CONTRACTOR will be responsible for this task.

**County:** Request as needed.

**Product:** Assistance with presentation graphics, PowerPoint presentations, and staff report review during the approval process.

### **Task 2.14 – Response to Public Hearing Comments**

Responses will be prepared to all comments raised at the public hearing and submitted in writing during the official comment period.

#### **Responsibilities:**

**CONTRACTOR:** Prepare responses to comments. Submit them to County for review.

**County:** Review and approval of responses to comments.

**Product:** Responses to comments received at public hearing and submitted in writing during the official comment period.

**ELEMENT 3 – SALINAS MUNICIPAL AIRPORT ALUCP UPDATE - deleted**

**ELEMENT 4 – MESA DEL REY AIRPORT ALUCP UPDATE - deleted**

**ELEMENT 5 – ADMINISTRATIVE RECORD**

### **Task 5.1 – Prepare an Administrative Record**

Throughout the contract period, the CONTRACTOR shall assemble the Administrative Record in an electronic format, including operational links, electronic copies of referenced documents and/or pages of documents used in preparing the environmental documents and ALUCPs for all airports.

#### **Responsibilities:**

**CONTRACTOR:** Responsible for this task.

**County:** Review and accept.

**Product:** Digital copy of a final Administrative Record provided to the County on CD.

## EXHIBIT A-1 – SCOPE OF SERVICES/PAYMENT PROVISIONS

### ELEMENT 6 – GIS IMPLEMENTATION TOOL (Optional Element)

#### **Task 6.1 - Develop GIS Implementation Tool**

Work with County to assemble information to be put on GIS Website Tool. This includes vector datasets, aerial photography, and website functionality. Land use dataset as part of the ALUCP Update is to be included as part of data collection. Gather information about hardware and internet connection speeds and any Information Technology (IT) issues at the airport with a focus on internet access. Discuss web browsers used at the airport. GIS Website Tool function will include land use compatibility, obstruction analysis, and reporting. Web-based collaboration will be used through web-meeting technology and conference calls.

Coordinate with the County on the name and appearance of the GIS Website Tool. Discuss website security requirements and passwords. Discuss website functionality and look-and-feel through available web technology. Demonstrate a sample site to facilitate the discussion. After the appearance of the website, security issues, and browsers are determined, load previously discussed data onto CONTRACTOR's servers and create the GIS Website Tool. Notify County of the website and allow thirty (30) days for comments. Web-based collaboration will be used through web-meeting technology and conference calls.

The County's website and data will be hosted by CONTRACTOR for a period of two years under this Scope of Services agreement. This includes backup of the County's data and maintenance of the County's GIS Website Tool. After the two-year host period, monthly website and data hosting fees will be charged based upon the storage file size needed for the County's data and data updates as requested.

#### ***Responsibilities:***

**CONTRACTOR:** Responsible for this task.  
**County:** Coordinate jointly with CONTRACTOR. Provide source data and comments as necessary.

**Product:** GIS Website Tool and two-year website hosting agreement.

**A.2** All written reports required under this Agreement must be delivered to Joseph Sidor, Associate Planner, to the following address:

County of Monterey  
Resource Management Agency – Planning  
168 West Alisal Street, 2<sup>nd</sup> Floor  
Salinas, California 93901

## **EXHIBIT A-1 – SCOPE OF SERVICES/PAYMENT PROVISIONS**

### **B. PAYMENT PROVISIONS**

#### **B.1 COMPENSATION/PAYMENT**

County shall pay an amount not to exceed \$25,000 for the performance of Phase I, Elements 1 and 2, for all things necessary for or incidental to the performance of work as set forth in the Scope of Services. CONTRACTOR's compensation for services rendered shall be based on the rates in the attached cost estimate.

CONTRACTOR warrants that the cost charged for services under the terms of this Agreement are not in excess of those charged to any other client for the same services performed by the same individuals.

**B.2** Services performed under this Agreement shall be provided on a deliverables basis. Services for Phase I shall not exceed the amount of \$25,000 and shall commence upon CONTRACTOR receiving notice to proceed from County.

Services for Phase II, including Optional Tasks, for Element 1, Monterey Regional Airport, Public Outreach, California Environmental Quality Act (CEQA) Initial Study (IS) and Airport Land Use Compatibility Plans (ALUCP) Approval Support, and Element 2, Marina Municipal Airport, Public Outreach, CEQA IS and ALUCP Approval Support shall not exceed the amount of \$192,425 and shall not be performed until funding is available and authorized, and upon CONTRACTOR receiving NOP from County. Total amount of services provided under this Agreement shall not exceed the sum of \$217,425.

#### **B.3 CONTRACTORS BILLING PROCEDURES**

Payment for services shall be paid by County to CONTRACTOR in monthly installments proportionate to the amount of work completed in each task listed in this Exhibit A-1 to the Agreement.

Invoices for all services rendered per this Agreement shall be submitted monthly and promptly, and in accordance with Paragraph 6, "Payment Conditions" of the Agreement. All invoices shall reference the Multi-Year Agreement (MYA) number (MYA 3000\*1566), Project name and associated Delivery Order number, and an original hardcopy shall be sent to the following:

County of Monterey  
Resource Management Agency (RMA) – Finance Division  
168 West Alisal Street, 2<sup>nd</sup> Floor  
Salinas, California 93901

## **EXHIBIT A-1 – SCOPE OF SERVICES/PAYMENT PROVISIONS**

Any questions pertaining to invoices under this Agreement shall be directed to the RMA – Finance Division at (831) 755-4800.

County may, in its sole discretion, terminate the Agreement or withhold payments claimed by CONTRACTOR for services rendered if CONTRACTOR fails to satisfactorily comply with any term or condition of this Agreement.

No payments in advance or in anticipation of services or supplies to be provided under this Agreement shall be made by County.

County shall not pay any claims for payment for services submitted more than twelve (12) months after the calendar month in which the services were completed.

**DISALLOWED COSTS:** CONTRACTOR is responsible for any audit exceptions or disallowed costs incurred by its own organization or that of its subcontractors.

**EXHIBIT A-1 – SCOPE OF SERVICES/PAYMENT PROVISIONS**

MONTEREY COUNTY						
AIRPORT LAND USE COMPATIBILITY PLAN UPDATE						
		Coffman Associates (Hourly Rates)				Total
		Principal \$ 267	Planner \$ 198	Technical \$ 116	Expenses	
16-06-22						
<b>PHASE I</b>						
<b>ELEMENT 1 – PREPARE FUNDING STRATEGY AND GRANT APPLICATION(S)</b>						
Task 1.1	Prepare Funding Strategy	5	7	4	\$0	\$3,185
<b>Total</b>		<b>5</b>	<b>7</b>	<b>4</b>	<b>\$0</b>	<b>\$3,185</b>
<b>ELEMENT 2 – ALUC COORDINATION AND POLICY DEVELOPMENT</b>						
Task 2.1	Prepare A Summary Of General ALUCP Policies	1	4	2	\$20	\$1,311
Task 2.2	Attend ALUC Meeting To Review Summary of General ALUCP Policies	16	16	2	\$1,900	\$9,572
Task 2.3	Prepare A General ALUCP Policy Plan	1	3	4	\$35	\$1,360
Task 2.4	Attend ALUC Meeting To Review General ALUCP Policy Plan	16	16	2	\$1,900	\$9,572
<b>Total</b>		<b>34</b>	<b>39</b>	<b>10</b>	<b>\$3,855</b>	<b>\$21,015</b>
<b>Phase I Total</b>		<b>39</b>	<b>46</b>	<b>14</b>	<b>\$3,855</b>	<b>\$25,000</b>
<b>PHASE II</b>						
<b>ELEMENT 1 – MONTEREY REGIONAL AIRPORT, PUBLIC OUTREACH, CEQA INITIAL STUDY AND ALUCP APPROVAL SUPPORT</b>						
<b>Monterey Regional Airport Tasks</b>						
Task 1.1	Public Workshop #1	16	16	2	\$2,200	\$9,072
Task 1.2	Displacement Analysis	4	24	64	\$0	\$13,244
Task 1.3	Prepare Administrative Draft Initial Study	4	24	4	\$140	\$6,424
Task 1.4	Prepare Final Initial Study	8	16	4	\$143	\$5,911
Task 1.5	Determine Environmental Documentation (CEQA)	1	1	0	\$0	\$465
Task 1.6	Additional Environmental Documentation (TBD)					
Task 1.7	Response to Comments	8	16	4	\$0	\$5,760
Task 1.8	Public Workshop #2	16	16	2	\$2,200	\$9,072
Task 1.9	ALUC Meeting	16	16	2	\$1,900	\$9,572
Task 1.10	Prepare Final Airport Comprehensive Airport Land Use Plan Update and Implementation Materials	4	12	8	\$2,000	\$6,372
<b>Total</b>		<b>77</b>	<b>141</b>	<b>90</b>	<b>\$8,583</b>	<b>\$67,500</b>
<b>Monterey Regional Airport Optional Tasks</b>						
Task 1.11	Additional Mapping and Analysis	4	16	16	\$0	\$6,092
Task 1.12	Additional Coordination and Meeting	16	16	4	\$2,180	\$10,084
Task 1.13	Assistance to ALUC During CEQA Approval Process	4	8	4	\$0	\$3,116
Task 1.14	Response to Public Hearing Comments	4	12	4	\$0	\$3,908
<b>Total</b>		<b>28</b>	<b>52</b>	<b>28</b>	<b>\$2,180</b>	<b>\$23,200</b>
<b>Element 1 Total</b>						
<b>Total</b>		<b>105</b>	<b>193</b>	<b>118</b>	<b>\$10,763</b>	<b>\$90,700</b>
<b>ELEMENT 2 – MARINA MUNICIPAL AIRPORT, PUBLIC OUTREACH, CEQA INITIAL STUDY AND ALUCP APPROVAL SUPPORT</b>						
<b>Marina Municipal Airport Tasks</b>						
Task 2.1	Public Workshop #1	16	16	16	\$2,200	\$11,496
Task 2.2	Displacement Analysis	4	24	32	\$0	\$9,532
Task 2.3	Prepare Administrative Draft Initial Study	4	24	4	\$130	\$6,414
Task 2.4	Prepare Final Initial Study	8	16	4	\$141	\$5,909
Task 2.5	Determine Environmental Documentation (CEQA)	1	1	0	\$0	\$465
Task 2.6	Additional Environmental Documentation (TBD)					
Task 2.7	Response to Comments	8	16	4	\$0	\$5,760
Task 2.8	Public Workshop #2	16	16	2	\$1,900	\$9,572
Task 2.9	ALUC Meeting	16	16	2	\$1,900	\$9,572
Task 2.10	Prepare Final Airport Comprehensive Airport Land Use Plan Update and Implementation Materials	4	12	8	\$1,000	\$5,372
<b>Total</b>		<b>77</b>	<b>141</b>	<b>72</b>	<b>\$7,271</b>	<b>\$64,100</b>
<b>Marina Municipal Airport Optional Tasks</b>						
Task 2.11	Additional Mapping and Analysis	4	16	16	\$0	\$6,092
Task 2.12	Additional Coordination and Meeting	16	16	4	\$2,180	\$10,084
Task 2.13	Assistance to ALUC During CEQA Approval Process	4	8	4	\$0	\$3,116
Task 2.14	Response to Public Hearing Comments	4	12	4	\$0	\$3,908
<b>Total</b>		<b>28</b>	<b>52</b>	<b>28</b>	<b>\$2,180</b>	<b>\$23,200</b>
<b>Element 2 Total</b>						
<b>Total</b>		<b>105</b>	<b>193</b>	<b>100</b>	<b>\$9,451</b>	<b>\$87,300</b>

## EXHIBIT A-1 – SCOPE OF SERVICES/PAYMENT PROVISIONS

ELEMENT 3 - SALINAS MUNICIPAL AIRPORT ALUCP UPDATE - DELETED						
ELEMENT 4 - MESA DEL REY AIRPORT ALUCP UPDATE - DELETED						
		Coffman Associates (Hourly Rates)				
		Principal	Planner	Technical	Expenses	Total
ELEMENT 5 - ADMINISTRATIVE RECORD						
Task 5.1	Prepare an Administrative Record	4	16	16	\$8	\$6,100
Total		4	16	16	\$8	\$6,100
ELEMENT 6 - GIS IMPLEMENTATION TOOL (Optional Element)						
Task 6.1	Develop GIS Implementation Tool	0	32	16	\$133	\$8,325
Total		0	32	16	\$133	\$8,325
TOTAL ALUCP COSTS BY ELEMENT						
Phase I						
ELEMENT 1 - PREPARE FUNDING STRATEGY AND GRANT		5	7	4	\$0	\$3,185
ELEMENT 2 - ALUC COORDINATION AND POLICY		34	39	10	\$3,855	\$21,815
Phase I Total		39	46	14	\$3,855	\$25,000
Phase II						
ELEMENT 1 - MONTEREY REGIONAL AIRPORT, PUBLIC		77	141	90	\$8,583	\$67,509
ELEMENT 2 - MARINA MUNICIPAL AIRPORT, PUBLIC		77	141	72	\$7,271	\$64,100
ELEMENT 3 - SALINAS MUNICIPAL AIRPORT ALUCP		0	0	0	\$0	\$0
ELEMENT 4 - MESA DEL REY AIRPORT ALUCP UPDATE		0	0	0	\$0	\$0
ELEMENT 5 - ADMINISTRATIVE RECORD		4	16	16	\$8	\$6,100
Phase II Total (without Optional Tasks)		158	298	178	\$15,862	\$137,700
OPTIONAL TASKS						
Element 1 - Monterey Regional Airport Optional Tasks		28	52	28	\$2,180	\$23,200
Element 2 - Marina Municipal Airport Optional Tasks		28	52	28	\$2,180	\$23,200
Element 3 - Salinas Municipal Airport Optional Tasks		0	0	0	\$0	\$0
Element 4 - Mesa Del Rey Airport Optional Tasks		0	0	0	\$0	\$0
ELEMENT 6 - GIS IMPLEMENTATION TOOL (Optional Element)		0	32	16	\$133	\$8,325
Total Phase II (Optional Tasks Only)		56	136	72	\$4,493	\$54,725
Total Phase II (with Optional Tasks)		214	434	250	\$20,355	\$192,425
Total Phase I and II (with Optional Tasks)		253	480	264	\$24,210	\$217,425
1. To be determined. If an environmental impact report is deemed necessary, a scope of services and budget will be prepared under a separate contract.						

Prices shall remain firm for the initial term of this Agreement and, thereafter, may be adjusted annually. Negotiations for rate changes shall be commenced, by CONTRACTOR, a minimum of ninety (90) days prior to the expiration of this Agreement. County does not guarantee any minimum or maximum amount of dollars to be spent under this Agreement.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
06/29/2016

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 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).

<b>PRODUCER</b> BOULEVARD INSURANCE, LLC 7501 COLLEGE BLVD., STE 116 OVERLAND PARK KS 66210-	<b>CONTACT NAME:</b> Geoff Gobble / David Mathys <b>PHONE (A/C, No., Ext.):</b> (913)461-8898 <b>FAX (A/C, No.):</b> (913)461-8899 <b>E-MAIL ADDRESS:</b> dave@boulevardins.com														
<b>INSURED</b> COFFMAN ASSOCIATES, INC. 237 NW Blue Parkway, Suite #100 Lee's Summit MO 64063-	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: left;">NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A: Hartford Casualty Insurance Company</td> <td>29424 A-XV</td> </tr> <tr> <td>INSURER B: Hartford Underwriters Insurance Company</td> <td>30104 A-XV</td> </tr> <tr> <td>INSURER C: TWIN CITY FIRE / HARTFORD</td> <td>29459 A-XV</td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </tbody> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Hartford Casualty Insurance Company	29424 A-XV	INSURER B: Hartford Underwriters Insurance Company	30104 A-XV	INSURER C: TWIN CITY FIRE / HARTFORD	29459 A-XV	INSURER D:		INSURER E:		INSURER F:	
INSURER(S) AFFORDING COVERAGE	NAIC #														
INSURER A: Hartford Casualty Insurance Company	29424 A-XV														
INSURER B: Hartford Underwriters Insurance Company	30104 A-XV														
INSURER C: TWIN CITY FIRE / HARTFORD	29459 A-XV														
INSURER D:															
INSURER E:															
INSURER F:															

**COVERAGES**                      **CERTIFICATE NUMBER:**                      **REVISION NUMBER:**

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	ADDITIONAL INSURED	SUBROGATED	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	X	X	37SBAAK1654	05/01/2016	05/01/2017	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Per occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	X	X	37UECTX0661	05/01/2016	05/01/2017	COMBINED SINGLE LIMIT (Per accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			37SBAAK1654	05/01/2016	05/01/2017	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		X	37WECBJ7147	05/01/2016	05/01/2017	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)**  
 RIFQ #10461

County of Monterey, its officials, agents and employees are included as additional insured as respects general liability and business auto. Insurance is primary and non-contributory.

**CERTIFICATE HOLDER**                      **CANCELLATION**                      AI 104059

County of Monterey Contracts/Purchasing Dept 168 W. Alisal St., 3rd Floor Salinas CA 93801-	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 
--	---



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
6/30/2015

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 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 Cretcher Heartland Incorporated 4551 West 107th Street, Third Floor Overland Park KS 66207	CONTACT NAME: Certificate Department	
	PHONE (A/C, No, Ext): 913.341.8998	FAX (A/C, No): 913.643.4148
	E-MAIL ADDRESS: Certificates@CretcherHeartland.com	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A: Travelers Ins. Co.	39357
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES CERTIFICATE NUMBER: 1126783103 REVISION NUMBER:

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 INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COM/PROP AGG \$
	GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC						
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						W/C STATUTORY LIMITS <input type="checkbox"/> OTHER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Professional Liability			105314904	7/12/2015	7/12/2016	Each Claim 1,000,000 Aggregate 2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

With \$75,000 Aggregate Deductible

CERTIFICATE HOLDER County of Monterey Contracts/Purchasing Department 188 W. Aisal St, 3rd Floor Salinas CA 93901	CANCELLATION 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 
---	---

© 1988-2010 ACORD CORPORATION. All rights reserved.





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

6/14/2016

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 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).

<b>PRODUCER</b> Truss 4551 W. 107th St., Third Floor Overland Park KS 66207	<b>CONTACT NAME:</b> Certificate Department <b>PHONE (A/C No, Ext):</b> 913.341.8998 <b>E-MAIL ADDRESS:</b> Certificates@TrussAdvantage.com	<b>FAX (A/C No):</b> 913-491-6379
	<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURED</b> Coffman Associates Inc. 237 N.W. Blue Parkway Lee's Summit MO 64063	<b>INSURER A:</b> Travelers Casualty & Surety Co	<b>NAIC #</b> 19038
	<b>INSURER B:</b>	
	<b>INSURER C:</b>	
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	
	<b>INSURER F:</b>	

**COVERAGES**

CERTIFICATE NUMBER: 1962934143

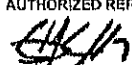
REVISION NUMBER:

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 INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<b>GENERAL LIABILITY</b> <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COM/OP AGG \$ \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						<input type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTH-FR. E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Professional Liability			105314904	7/12/2016	7/12/2017	Each Occurrence/Ded 2,000,000/50,000 General Aggregate/Ded 2,000,000/150,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

**CERTIFICATE HOLDER****CANCELLATION**

County of Monterey Contracts/Purchasing Department 168 W. Aisal St, 3rd Floor Salinas CA 93901	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 
---	--

© 1988-2010 ACORD CORPORATION. All rights reserved.

POLICY NUMBER: 37 SBA AK1554



THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED - OWNER, LESSEES OR CONTRACTOR

LOCATION 002 BUILDING 001  
COUNTY OF MONTEREY  
CONTRACTS/PURCHASING DEPT  
168 W. AISAL ST., 3RD FLOOR  
SALINAS, CA 93901

(SEE NEXT PAGE FOR SPECIAL WORDING FOR COUNTY OF MONTEREY)

THE COUNTY OF MONTEREY, ITS AGENTS, OFFICERS AND EMPLOYEES ARE  
ADDITIONAL INSURED WITH RESPECT TO LIABILITY ARISING OUT OF THE  
CONTRACTOR'S WORK, INCLUDING ONGOING AND COMPLETED OPERATIONS, AND  
SHALL FURTHER PROVIDE THAT SUCH INSURANCE IS PRIMARY INSURANCE TO  
ANY INSURANCE OR SELF-INSURANCE MAINTAINED BY THE COUNTY AND THAT  
THE INSURANCE OF THE ADDITIONAL INSURED SHALL NOT BE CALLED UPON  
TO CONTRIBUTE TO A LOSS COVERED BY THE CONTRACTORS INSURANCE.

POLICY NUMBER: 37 SBA AK1554



THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED PERSON-ORGANIZATION

!

!

LOCATION 002 BUILDING 001  
COUNTY OF MONTEREY  
CONTRACTS/PURCHASING DEPT  
168 W. AISAL ST., 3RD FLOOR  
SALINAS, CA 93901

(SEE NEXT PAGE FOR SPECIAL WORDING FOR COUNTY OF MONTEREY)

SPECIAL WORDING FOR MONTEREY COUNTY:

THE COUNTY OF MONTEREY, ITS AGENTS, OFFICERS AND EMPLOYEES ARE  
ADDITIONAL INSURED WITH RESPECT TO LIABILITY ARISING OUT OF THE  
CONTRACTOR'S WORK, INCLUDING ONGOING AND COMPLETED OPERATIONS, AND  
SHALL FURTHER PROVIDE THAT SUCH INSURANCE IS PRIMARY INSURANCE TO  
ANY INSURANCE OR SELF-INSURANCE MAINTAINED BY THE COUNTY AND THAT

POLICY NUMBER: 37 SBA AK1554



THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED PERSON-ORGANIZATION

THE INSURANCE OF THE ADDITIONAL INSUREDS SHALL NOT BE CALLED UPON  
TO CONTRIBUTE TO A LOSS COVERED BY THE CONTRACTORS INSURANCE.

POLICY NUMBER: 37 UEC TX9861



**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

This endorsement modifies insurance provided under the following:

ADDITIONAL INSURED

COMMERCIAL AUTO COVERAGE PART

COUNTY OF MONTEREY  
CONTRACTS/PURCHASING DEPT  
168 W. AISAL ST., 3RD FLOOR  
SALINAS, CA 93901  
(SEE SPECIAL WORDING)

POLICY NUMBER: 37 UEC TX9861



**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

This endorsement modifies insurance provided under the following:

ADDITIONAL INSURED

COMMERCIAL AUTO COVERAGE PART

SPECIAL WORDING FOR THE COUNTY OF MONTEREY:

THE COUNTY OF MONTEREY, ITS AGENTS, OFFICERS AND EMPLOYEES AS  
ADDITIONAL INSUREDS WITH RESPECT TO LIABILITY ARISING OUT OF THE  
CONTRACTOR'S WORK, INCLUDING ONGOING AND COMPLETED OPERATIONS, AND  
SHALL FURTHER PROVIDE THAT SUCH INSURANCE IS PRIMARY TO ANY  
INSURANCE OR SELF-INSURANCE MAINTAINED BY THE COUNTY AND THAT THE  
INSURANCE OF THE ADDITIONAL INSUREDS SHALL NOT BE CALLED UPON TO  
CONTRIBUTE TO A LOSS COVERED BY THE CONTRACTORS INSURANCE.



# COUNTY OF MONTEREY PURCHASE ORDER

ORDER DATE 10-17-2016

DO 3000 0000013108 New

**IMPORTANT**

THE ABOVE NUMBER AND SHIP TO DEPARTMENT MUST APPEAR ON ALL SHIPPING LABELS, PACKING SLIPS, TRANSPORT DOCUMENTS, INVOICES AND CORRESPONDENCE.

<p><b>VENDOR</b></p> <p>COFFMAN ASSOCIATES INC 237 NW BLUE PKWY STE 100 LEES SUMMIT MO 64063</p>	<p><b>S H I P T O</b></p> <p>PUBLIC WRK 168 W. ALISAL ST., 2ND FLOOR SALINAS CA 93901</p>	<p><b>B I L L T O</b></p> <p>RMA FINANCE 168 W ALISAL STREET 2ND FLOOR SALINAS CA 93901</p>
<p>VENDOR NUMBER: VS0000003974</p>		<p>F.O.B.:</p>
<p>DELIVERY DATE:</p>		

ITEM	QUANTITY	UNIT	COMMODITY CODE	ITEM DESCRIPTION	UNIT PRICE	SALES TAX	EXTENDED PRICE
1	0.0		91832	<p><b>PURCH DESC:</b> Amendment No. 1 to the Professional Service Agreement (PSA) (MYA 3000 *1566) between Coffman Associates, Inc. and The County of Monterey revises the services and reduces the amount of the PSA from the total amount not to exceed amount of \$ 486,025.00 by \$268,600.00 to continue to provide services associated with Airport Land Use Planning Consulting Services for two (2) General public use airports within Monterey County (Elements: Monterey Regional Airport (Phase II, Elements 1) and (Elements 2) Marina Municipal Airport, All services shall be provided in accordance with terms, conditions, and exhibits of the approved county of Monterey Professional Service agreement.</p> <p>and DO *13108 is Valid from JULY 01, 2016 thru June 30, 2017 and in the amount not to exceed \$184,100.00</p> <p><b>COMM LINE DESC:</b> Airport land use planning consulting</p> <p><b>MSDS:</b> Not Required</p> <p>004 - 3000 - 8172 - RMA001 - 6613 - - - - - 184100.00</p>	.00	.00	184,100.00
<b>ORDER TOTAL</b>							<b>184,100.00</b>

THE SHADED ROWS ARE FOR MONTEREY COUNTY DEPARTMENT USE ONLY

All Vendors are required to review the Monterey County general terms and conditions which apply to all contracts, purchase orders, and other electronic procurements made with the County unless otherwise noted. Said terms and conditions can be found on the County website at [http://www.co.monterey.ca.us/cab/termtis\\_conditions.htm](http://www.co.monterey.ca.us/cab/termtis_conditions.htm)

TAX EXEMPTION INFORMATION:  
FEDERAL EXCISE TAX EXEMPTION NUMBER 94-6000524

COUNTY BUYER INFORMATION

TELEPHONE:

EMAIL:

AUTHORIZED BY COUNTY OF MONTEREY  
DEPUTIZED PURCHASING AGENT

*Michael R. [Signature]*

PRINT DATE: 10/21/16

CONTRACTS/PURCHASING DIVISION  
1488 Schilling Place, Salinas, CA 93901

PAGE NUMBER: 1 OF 1

This page intentionally left blank