

## **ATTACHMENT A**

### **AMENDMENT NO. SEVEN TO PROFESSIONAL SERVICES AGREEMENT WITH ROBERT R. COFFEE FOR CENTRAL LIBRARY LECTURE HALL DESIGN**

THIS AMENDMENT NO. SEVEN TO PROFESSIONAL SERVICES AGREEMENT ("Amendment No. 7") is made and entered into as of this 27th day of January, 2026 ("Effective Date"), by and between the CITY OF NEWPORT BEACH, a California municipal corporation and charter city ("City"), and ROBERT R. COFFEE, a sole proprietor doing business as ("DBA") Robert R. Coffee Architect + Associates ("Consultant"), whose address is 183 McKellar Road, Dripping Springs, TX 78620, and is made with reference to the following:

#### **RECITALS**

- A. On January 1, 2020, City and Consultant entered into a Professional Services Agreement (Contract No. C-7444-2) ("Agreement") to provide design services for the central library lecture hall design ("Project").
- B. On December 1, 2021, City and Consultant entered into Amendment No. One to the Agreement ("Amendment No. One") to reflect additional services not previously included in the Agreement, and to increase the total compensation.
- C. On June 17, 2022, City and Consultant entered into Amendment No. Two to reflect additional Services not included in the Agreement, as amended, to extend the term of the Agreement to January 31, 2024, and to increase the total compensation.
- D. On February 16, 2024, City and Consultant entered into Amendment No. Three to reflect additional Services not included in the Agreement, as amended, to extend the term of the Agreement to March 31, 2026, to increase the total compensation, and to update Section 26.3 of the Notices section of the Agreement.
- E. On March 14, 2024, City and Consultant entered into Amendment No. Four to increase the compensation for additional services that were added by Amendment No. Three and to remove Exhibit A and B to Amendment Three in their entirety and replace them with Exhibit A & B attached hereto.
- F. On April 16, 2025, City and Consultant entered into Amendment No. Five to reflect additional services not included in the Agreement, as amended, and to increase the total compensation.
- G. On June 23, 2025, City and Consultant entered into Amendment No. Six to update the address and notices section of the Agreement.
- H. The parties desire to enter into this Amendment No. Seven to reflect additional Services not included in the Agreement, as amended, to extend the term of the Agreement to August 31, 2026 and to increase the total compensation.

**NOW, THEREFORE**, it is mutually agreed by and between the undersigned parties as follows:

**1. TERM**

Section 1 of the Agreement is amended in its entirety and replaced with the following: "The term of this Agreement shall commence on the Effective Date, and shall terminate on August 31, 2026, unless terminated earlier as set forth herein."

**2. SERVICES TO BE PERFORMED**

Exhibit A to the Agreement shall be supplemented to include the Scope of Services, attached hereto as Exhibit A and incorporated herein by reference ("Services" or "Work"). Exhibit A to the Agreement, Exhibit A to Amendment No. One, Exhibit A to Amendment No. Two, Exhibit A to Amendment No. Three, Exhibit A to Amendment No. Four, Exhibit A to Amendment No. Five, and Exhibit A to this Amendment No. Seven shall collectively be known as "Exhibit A". The City may elect to delete certain Services within the Scope of Services at its sole discretion.

**3. COMPENSATION TO CONSULTANT**

Exhibit B to the Agreement shall be supplemented to include the Schedule of Billing Rates, attached hereto as Exhibit B and incorporated herein by reference. Exhibit B to the Agreement, Exhibit B to Amendment No. One, Exhibit B to Amendment No. Two, Exhibit B to Amendment No. Three, Exhibit B to Amendment No. Four, Exhibit B to Amendment No. Five and Exhibit B to this Amendment No. Seven shall collectively be known as "Exhibit B."

Section 4.1 of the Agreement is amended in its entirety and replaced with the following: "City shall pay Consultant for the Services on a time and expense not-to-exceed basis in accordance with the provisions of this Section and the Schedule of Billing Rates attached hereto as Exhibit B and incorporated herein by reference. Consultant's compensation for all Work performed in accordance with this Agreement, including all reimbursable items and subconsultant fees, shall not exceed **One Million Two Hundred Thirty Six One Hundred Fifty Five Dollars and 00/100 (\$1,236,155.00)**, without prior written authorization from City. No billing rate changes shall be made during the term of this Agreement without the prior written approval of City."

The total amended compensation reflects Consultant's additional compensation for additional Services to be performed in accordance with this Amendment No. 7, including all reimbursable items and subconsultant fees, in an amount not to exceed Ninety Two Thousand Four Hundred Forty Dollars **and 00/100 (\$92,440.00)**.

**4. INTEGRATED CONTRACT**

Except as expressly modified herein, all other provisions, terms, and covenants set forth in the Agreement shall remain unchanged and shall be in full force and effect.

**[SIGNATURES ON NEXT PAGE]**

**IN WITNESS WHEREOF**, the parties have caused this Amendment No. Seven to be executed on the dates written below.

**APPROVED AS TO FORM:  
CITY ATTORNEY'S OFFICE**

Date: 1/7/26

By: [Signature]  
Aaron C. Harp  
City Attorney

1.7.26  
AF

**CITY OF NEWPORT BEACH,**  
a California municipal corporation

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

By: \_\_\_\_\_  
Lauren Kleiman  
Mayor

**ATTEST:**

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

**CONSULTANT:** Robert R. Coffee, a sole proprietor doing business as ("DBA") Robert R. Coffee Architect and Associates

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

By: \_\_\_\_\_  
Lena Shumway  
City Clerk

By: \_\_\_\_\_  
Robert Coffee  
Sole Proprietor

**[END OF SIGNATURES]**

Attachments:      Exhibit A – Scope of Services  
                         Exhibit B – Schedule of Billing Rates  
                         Exhibit C – Insurance Requirements

# **EXHIBIT A**

## **SCOPE OF SERVICES**

## Amendment Number 7 Central Library Lecture Hall Design

Re: Newport Library Lecture Hall  
**Amendment 7- Add Service Request**

- 1) Additional landscape and irrigation design to revise Bulletin 4 (new Bulletin 4.1) for the improvements to the landscape and parking area on the east side of the library.

**Landscape Architect:**

(see attached hourly breakdown) \$5,040.00

- 2) Assistance in selecting the colors to paint the existing library.

**RCA+A:**

Hourly/Not to exceed: \$2,800.00

- 3) Extension of Construction Administration Services from January 1, 2026 through August 31, 2026.

**RCA+A:**

Principal: Hourly not to exceed \$37,400.00 (220 hours)

Project Architect: Hourly not to Exceed \$39,200.00 (280 hours)

Travel: \$1,600.00 per trip = \$8,000.00 (5 trips)

**TOTAL ADD SERVICE: \$92,440.00**

The hours shown are used to estimate a "Not to Exceed" fee amount for the services outlined.



OPEN AIR KANVAS  
Landscape Architecture

Invoice# NBLH-OAK-10: Billing Details

<u>Task</u>	<u>Rate</u>	<u>Hours</u>	<u>Total</u>	
Site visits and meetings: landscape and existing controller coordination and attendance of on-site meetings.	Principal	\$225	3.5	\$ 787.50
	PM / Designer	\$135	8.0	\$ 1,080.00
New Planting Design – West Side: Design and documentation for new tree plantings around the retention basin on the west side of the site.	Principal	\$225	0.5	\$ 112.50
	PM / Designer	\$135	1.0	\$ 135.00
New Planting Design – East Side: Design and documentation for new plantings on the east side of the site.	Principal	\$225	1.5	\$ 337.50
	PM / Designer	\$135	6.0	\$ 810.00
Irrigation Modifications – East Side: Updates to irrigation layout and notes for the east planting area, including recalculation of the water use worksheet.	Principal	\$225	0.0	\$ -
	PM / Designer	\$135	6.0	\$ 810.00
Irrigation Modifications – West Side: Updates to the irrigation plan to revise tree bubbler layouts for new plantings on the west side of the site.	Principal	\$225	0.0	\$ -
	PM / Designer	\$135	1.0	\$ 135.00
Bulletin Submittal and Review Coordination: Preparation and submittal of bulletin documentation; coordination of responses to review comments.	Principal	\$225	1.0	\$ 225.00
	PM / Designer	\$135	4.5	\$ 607.50
<b>Total Hours and Fee:</b>			<b>33.00</b>	<b>\$ 5,040.00</b>



# **EXHIBIT B**

## **SCHEDULE OF BILLING RATES**

## Amendment Number 7 Central Library Lecture Hall Design

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The hours shown are used to estimate a "Not to Exceed" fee amount for the services outlined.





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Site visits and meetings: landscape and existing controller coordination and attendance of on-site meetings.	Principal	\$225	3.5
	PM / Designer	\$135	8.0
New Planting Design – West Side: Design and documentation for new tree plantings around the retention basin on the west side of the site.	Principal	\$225	0.5
	PM / Designer	\$135	1.0
New Planting Design – East Side: Design and documentation for new plantings on the east side of the site.	Principal	\$225	1.5
	PM / Designer	\$135	6.0
Irrigation Modifications – East Side: Updates to irrigation layout and notes for the east planting area, including recalculation of the water use worksheet.	Principal	\$225	0.0
	PM / Designer	\$135	6.0
Irrigation Modifications – West Side: Updates to the irrigation plan to revise tree bubbler layouts for new plantings on the west side of the site.	Principal	\$225	0.0
	PM / Designer	\$135	1.0
Bulletin Submittal and Review Coordination: Preparation and submittal of bulletin documentation; coordination of responses to review comments.	Principal	\$225	1.0
	PM / Designer	\$135	4.5
<b>Total Hours and Fee:</b>		<b>33.00</b>	<b>\$ 5,040.00</b>

## EXHIBIT C

### INSURANCE REQUIREMENTS – PROFESSIONAL SERVICES

1. Provision of Insurance. Without limiting Consultant's indemnification of City, and prior to commencement of Work, Consultant shall obtain, provide and maintain at its own expense during the term of this Agreement, policies of insurance of the type and amounts described below and in a form satisfactory to City. Consultant agrees to provide insurance in accordance with requirements set forth here. If Consultant uses existing coverage to comply and that coverage does not meet these requirements, Consultant agrees to amend, supplement or endorse the existing coverage.
2. Acceptable Insurers. All insurance policies shall be issued by an insurance company currently authorized by the Insurance Commissioner to transact business of insurance in the State of California, with an assigned policyholders' Rating of A- (or higher) and Financial Size Category Class VII (or larger) in accordance with the latest edition of Best's Key Rating Guide, unless otherwise approved by the City's Risk Manager.
3. Coverage Requirements.
  - A. Workers' Compensation Insurance. Consultant shall maintain Workers' Compensation Insurance, statutory limits, and Employer's Liability Insurance with limits of at least one million dollars (\$1,000,000) each accident for bodily injury by accident and each employee for bodily injury by disease in accordance with the laws of the State of California, Section 3700 of the Labor Code.

Consultant shall submit to City, along with the certificate of insurance, a Waiver of Subrogation endorsement in favor of City, its City Council, boards and commissions, officers, agents, volunteers and employees.
  - B. General Liability Insurance. Consultant shall maintain commercial general liability insurance, and if necessary umbrella liability insurance, with coverage at least as broad as provided by Insurance Services Office form CG 00 01, in an amount not less than two million dollars (\$2,000,000) per occurrence, two million dollars (\$2,000,000) general aggregate. The policy shall cover liability arising from premises, operations, personal and advertising injury, and liability assumed under an insured contract (including the tort liability of another assumed in a business contract).
  - C. Automobile Liability Insurance. Consultant shall maintain automobile insurance at least as broad as Insurance Services Office form CA 00 01 covering bodily injury and property damage for all activities of Consultant arising out of or in connection with Work to be performed under this Agreement, including coverage for any owned, hired, non-owned or rented vehicles, in an amount not less than one million dollars (\$1,000,000) combined single limit each accident.



- D. Professional Liability (Errors & Omissions) Insurance. Consultant shall maintain professional liability insurance that covers the Services to be performed in connection with this Agreement, in the minimum amount of two million dollars (\$2,000,000) per claim and two million dollars (\$2,000,000) in the aggregate. Any policy inception date, continuity date, or retroactive date must be before the Effective Date of this Agreement and Consultant agrees to maintain continuous coverage through a period no less than three years after completion of the Services required by this Agreement.
4. Other Insurance Requirements. The policies are to contain, or be endorsed to contain, the following provisions:
- A. Waiver of Subrogation. All insurance coverage maintained or procured pursuant to this Agreement shall be endorsed to waive subrogation against City, its City Council, boards and commissions, officers, agents, volunteers and employees or shall specifically allow Consultant or others providing insurance evidence in compliance with these requirements 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 from each of its subconsultants.
- B. Additional Insured Status. All liability policies including general liability, excess liability, pollution liability, and automobile liability, if required, but not including professional liability, shall provide or be endorsed to provide that City, its City Council, boards and commissions, officers, agents, volunteers and employees shall be included as insureds under such policies.
- C. Primary and Non Contributory. All liability coverage shall apply on a primary basis and shall not require contribution from any insurance or self-insurance maintained by City.
- D. Notice of Cancellation. All policies shall provide City with thirty (30) calendar days' notice of cancellation (except for nonpayment for which ten (10) calendar days' notice is required) or nonrenewal of coverage for each required coverage.
5. Additional Agreements Between the Parties. The parties hereby agree to the following:
- A. Evidence of Insurance. Consultant shall provide certificates of insurance to City as evidence of the insurance coverage required herein, along with a waiver of subrogation endorsement for workers' compensation and other endorsements as specified herein for each coverage. Insurance certificates and endorsement must be approved by City's Risk Manager prior to commencement of performance. Current certification of insurance shall be kept on file with City at all times during the term of this Agreement. The certificates and endorsements for each insurance policy shall be signed by a person authorized by that insurer to bind coverage on its behalf. At least



fifteen (15) days prior to the expiration of any such policy, evidence of insurance showing that such insurance coverage has been renewed or extended shall be filed with the City. If such coverage is cancelled or reduced, Consultant shall, within ten (10) days after receipt of written notice of such cancellation or reduction of coverage, file with the City evidence of insurance showing that the required insurance has been reinstated or has been provided through another insurance company or companies. City reserves the right to require complete, certified copies of all required insurance policies, at any time.

- B. City's Right to Revise Requirements. City reserves the right at any time during the term of the Agreement to change the amounts and types of insurance required by giving Consultant sixty (60) calendar days' advance written notice of such change. If such change results in substantial additional cost to Consultant, City and Consultant may renegotiate Consultant's compensation.
- C. Right to Review Subcontracts. Consultant agrees that upon request, all agreements with subcontractors or others with whom Consultant enters into contracts with on behalf of City will be submitted to City for review. Failure of City to request copies of such agreements will not impose any liability on City, or its employees. Consultant shall require and verify that all subcontractors maintain insurance meeting all the requirements stated herein, and Consultant shall ensure that City is an additional insured on insurance required from subcontractors. For CGL coverage, subcontractors shall provide coverage with a format at least as broad as CG 20 38 04 13.
- D. Enforcement of Agreement Provisions. Consultant acknowledges and agrees that any actual or alleged failure on the part of City to inform Consultant of non-compliance with any requirement imposes no additional obligations on City nor does it waive any rights hereunder.
- E. Requirements not Limiting. Requirements of specific coverage features or limits contained in this Section are not intended as a limitation on coverage, limits or other requirements, or a waiver of any coverage normally provided by any insurance. Specific reference to a given coverage feature is for purposes of clarification only as it pertains to a given issue and is not intended by any party or insured to be all inclusive, or to the exclusion of other coverage, or a waiver of any type. If the Consultant maintains higher limits than the minimums shown above, the City requires and shall be entitled to coverage for higher limits maintained by the Consultant. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the City.
- F. Self-insured Retentions. Any self-insured retentions must be declared to and approved by City. City reserves the right to require that self-insured retentions be eliminated, lowered, or replaced by a deductible. Self-insurance will not be considered to comply with these requirements unless approved by City.

- G. City Remedies for Non-Compliance. If Consultant or any subconsultant fails to provide and maintain insurance as required herein, then City shall have the right but not the obligation, to purchase such insurance, to terminate this Agreement, or to suspend Consultant's right to proceed until proper evidence of insurance is provided. Any amounts paid by City shall, at City's sole option, be deducted from amounts payable to Consultant or reimbursed by Consultant upon demand.
- H. Timely Notice of Claims. Consultant shall give City prompt and timely notice of claims made or suits instituted that arise out of or result from Consultant's performance under this Agreement, and that involve or may involve coverage under any of the required liability policies. City assumes no obligation or liability by such notice, but has the right (but not the duty) to monitor the handling of any such claim or claims if they are likely to involve City.
- I. Consultant's Insurance. Consultant shall also procure and maintain, at its own cost and expense, any additional kinds of insurance, which in its own judgment may be necessary for its proper protection and prosecution of the Work.