

Attachment D

Amendment No. One to the Professional Services Agreement with Kimley-Horn and Associates, Inc.

**AMENDMENT NO. ONE TO
ON-CALL PROFESSIONAL SERVICES AGREEMENT
WITH KIMLEY-HORN AND ASSOCIATES, INC. FOR
ON-CALL PEER REVIEW OF ENVIRONMENTAL AND TECHNICAL DOCUMENTS**

THIS AMENDMENT NO. ONE TO ON-CALL PROFESSIONAL SERVICES AGREEMENT ("Amendment No. One") is made and entered into as of this 23rd day of September, 2025 ("Effective Date"), by and between the CITY OF NEWPORT BEACH, a California municipal corporation and charter city ("City"), and KIMLEY-HORN AND ASSOCIATES, INC., a North Carolina Corporation ("Consultant"), whose address is 421 Fayetteville Street, Suite 600, Raleigh, NC 27601, and is made with reference to the following:

RECITALS

- A. On May 20, 2025, City and Consultant entered into a Professional Services Agreement (Contract No. C-9905-1) ("Agreement") for on-call peer review of environmental and technical documents ("Project").
- B. The parties desire to enter into this Amendment No. One to reflect additional Services not included in the Agreement, to extend the term of the Agreement to June 30, 2028 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 June 30, 2028, 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 and Exhibit A to this Amendment No. One 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 and Exhibit B to Amendment No. One 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 Hundred Twenty Thousand Dollars and 00/100 (\$120,000.00)**, 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. One, including all reimbursable items and subconsultant fees, in an amount not to exceed **Seventy Thousand Dollars and 00/100 (\$70,000.00)**.

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. One to be executed on the dates written below.

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

Date: 9/8/25

By: Jose Montoya for
Aaron C. Harp
City Attorney
9.8.25
AF

ATTEST:

Date: _____

By: _____
Leilani I. Brown
City Clerk

CITY OF NEWPORT BEACH,
a California municipal corporation

Date: _____

By: _____
Joe Stapleton
Mayor

CONSULTANT: Kimley-Horn and
Associates, Inc., a North Carolina
Corporation

Date: _____

By: _____
Jason Melchor
Assistant Secretary

Date: _____

By: _____
Darren J. Adrian
Senior Vice President

[END OF SIGNATURES]

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

EXHIBIT A

SCOPE OF SERVICES

On-Call Professional and Technical Environmental Services

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APPROACH/UNDERSTANDING OF SERVICES TO BE PROVIDED

Kimley-Horn confirms that we can perform all services requested in the Scope of Services.

Understanding of Services

The City of Newport Beach Community Development Department is pivotal in fostering sustainable growth and development. The City carefully anticipates and plans for future growth, addressing community needs while prioritizing environmental sustainability. Kimley-Horn admires this thoughtful approach, which includes tackling challenges like housing provision, infrastructure redevelopment, and community engagement to attract businesses, residents, and visitors.

To meet its goals of minimizing response times and improving customer service for private and municipal projects, the City seeks a skilled and reliable partner for on-call environmental and specialized technical planning services. Kimley-Horn, with extensive experience and resources, offers the technical expertise needed for compliance with California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA) regulations. We tailor our project approaches to align with the City's goals and constraints, confirming that each project reflects the latest rules, regulations, and legal interpretations. Our collaborative efforts aim to deliver successful project processing and maintain policy and regulation compliance, supporting Newport Beach's development vision.

Project Approach and Methodology

Kimley-Horn understands that the ideal outcome requires the experience not only to see what is directly ahead, but to envision the landscape of possibilities and respond adeptly to whatever comes along—balancing rigor of process with creative thinking for remarkable results. We understand that being on point, on target, and on budget requires knowing exactly what you need, when you need it—and delivering it with a passion and conviction for getting projects done quicker and more effectively.

Kimley-Horn's approach to providing on-call environmental services to the City of Newport Beach is built on a foundation of collaboration, flexibility, and expert project management. Acting as an extension of City staff, we will begin each assignment by closely collaborating with you to define project scope, objectives, specific challenges/constraints, and technical requirements. Our team develops tailored work plans for each task order, providing clear deliverables, timelines, and resource allocation, allowing for seamless integration into the City's processes. Whether managing environmental reviews or conducting technical assessments, our planners and environmental scientists bring years of experience and local knowledge toward successful project delivery and compliance with City policy and regulations.

On-Call Approach

On-call contracts require a different approach from typical project specific contracts. Each project under an on-call contract needs an individualized approach that includes the various disciplines necessary to complete the assignment as efficiently and effectively as possible. One of the many advantages Kimley-Horn offers to the City of Newport Beach is our ability to assign the right staff to each project—we have many task order managers and staff who can handle multiple projects simultaneously. Because we have ample resources in our local offices, we can draw from a multitude of disciplines and specialists to complete each assignment—whether the project is relatively straightforward, requiring only a few people in a single discipline, or a complex project requiring numerous people and multiple disciplines.

Our extensive experience serving multiple cities as an on-call consultant for environmental, planning, and transportation planning and design services means you can rest assured that our approach to your projects will include innovative ideas and fresh perspectives within the framework of a thorough understanding of the City's needs and vision.

Because City Hall is less than 20 minutes from our office in Orange, we have the capacity and proximity to provide the City with an immediate response and action to any request. Our team possesses the following key attributes to the benefit of the City:

- **Rapid mobilization of staff**, including immediate identification of the key personnel and subconsultants needed for each project. The availability of in-house staff provides efficiency and consistent quality of the technical analyses. Project managers receive bi-monthly effort reports on staff resources and expenses—helping them establish a clear picture of project cost, cost control effectiveness, and

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schedule—all tools needed to keep projects moving ahead. We also use our “cast-ahead” system, which enables us to forecast our workload and compare the projected workload to our resources

- ▶ **Responsiveness** to any significant issues of concern raised by responsible and regulatory agencies and the public
- ▶ **Flexibility** to tailor our approach to meet the specific needs of each project
- ▶ **Commitment of senior level management** to the individual projects to provide close coordination with the City
- ▶ **Ongoing communication and consultation** to address issues that arise during the project review process. The Kimley-Horn team has proven experience working with local agencies, and the collaborative process maintains project progress and accurate technical documentation

Management Approach

Based on our experience preparing and peer-reviewing CEQA documents and technical studies, we have developed various techniques to facilitate, expedite, and simplify the environmental compliance process. These include:

- ▶ Designate an Environmental Task Manager to establish Kimley-Horn as an “extension” of City staff and maintain continuous, responsive, and open lines of communication to make sure the highest level of document quality and schedule/budget compliance
- ▶ Assign staff with specific experience with the type of development proposed
- ▶ Develop analytical methodologies and thresholds of significance that clearly articulate conclusions
- ▶ Disclose early the nature and degree of potential environmental impacts, allowing for early development of environmental solutions
- ▶ Document site visits and field reconnaissance to maximize data recordation and identify/minimize potential data errors
- ▶ Ongoing participation in monthly case-law updates as provided by our CEQA-recognized legal community and partner.
- ▶ Maintain solid and ongoing relationships with state and regulatory agencies with jurisdiction over the City's natural resources

Technical Approach

Project Needs: The environmental documentation requirements for a “typical project” can vary extensively from the identification of potential environmental constraints as part of feasibility studies to document preparation pursuant to CEQA. Knowledge of technical issues, applicable regulations, and the City's entitlement and regulatory processes allow Kimley-Horn to provide responsive and solution-oriented advice. For each project, we begin by assessing available project documentation, identifying any changes that have occurred since previous plan preparation, and reviewing any technical studies that have been prepared. Whether we are preparing or reviewing documents, our role is to help the City determine the appropriate CEQA documentation for a project. We provide that guidance and experience through our technical expertise to make certain projects are properly scoped and utilize existing documentation appropriately.

Planning and Preparation: Kimley-Horn will meet with Newport Beach staff and applicant, the latter as determined appropriate by the City, as part of a project kick-off meeting, and together we will refine the project description and develop a project schedule. This initial coordination provides the opportunity for project team members to understand their roles and responsibilities; identification of data needs and issues; and development of strategies for addressing these issues. As desired by individual City project managers, we can be responsible for managing the CEQA process for the City, including ongoing project team coordination to confirm compliance with the scope of work, budget, and schedule, and to disseminate project information.

Analysis: Kimley-Horn will consider the entire project process so that we have a complete understanding of where the project is going and how we as a team are going to get there. This involves everything from reviewing the design package, making sure the baseline information will fulfill the needs of the end product, and foreseeing what permits may be required by agencies, to see how the project will function upon completion. Our experience provides the knowledge to recommend early in the process any possible project modifications which can be implemented to avoid or reduce environmental impacts and regulatory permitting. For peer reviewed CEQA documents and technical studies, Kimley-Horn will review the environment document to verify where the document is accurate, complete, and adequate.



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As CEQA continues to evolve, we develop new strategies to protect the interests of our clients by maintaining compliance with the latest CEQA and regulatory requirements, including Coastal Act provisions. Senior staff at Kimley-Horn review regulations and pending legislation and court rulings during each phase of the environmental review process to confirm that we are complying with the mandates and guidelines of CEQA and the City's guidelines for implementing CEQA. We understand that some court cases have provided clearer interpretations of and guidance to the provisions of CEQA; other court rulings have contradicted earlier case law. We work closely with staff to confirm a common understanding. Because we follow new regulations, CEQA rulings, and legislative changes closely, if we see a potential issue, we revisit our documents to make sure they are consistent with recent refinements to the law. This process confirms that all documents comply with all pertinent provisions of CEQA and regulatory requirements. We work very hard to ensure that every environmental document and technical report that we prepare or peer review reflects all applicable rules and regulations and appropriate legal interpretations.

Technical Studies: Preparation and Peer Review

Whether we are preparing documentation or serving the City in a peer review capacity, we will focus on the appropriateness/thoroughness of the methodologies and analyses; whether the analyses' conclusions are supported by factual/credible evidence; consistency among reports and accurate representation of project-related information; and, whether the analyses meet the applicable CEQA provisions and other applicable regulatory requirements. Where we are providing peer review services, a Peer Review Memorandum will be prepared to identify any recommended revisions or data gaps and identify if any additional documentation is required. Upon receipt of revised documents, we will review to ensure that all necessary and required comments have been addressed and outstanding issues resolved. Where Kimley-Horn is responsible for the preparation of these documents and studies, we will address all comments and provide revisions in redline for ease of review.

Aesthetics and Visual Resources: Kimley-Horn will assess potential visual changes resulting from project implementation when views are of concern. The evaluation will use the appropriate analysis tools including site visits, photo-documentation, visual simulations and shade/shadow modeling. All of these analytical tools can be provided by Kimley-Horn in-house staff.

Air Quality and Health Risk: Kimley-Horn provides a full range of air quality studies in accordance with local, state, and federal impact assessment criteria. Our staff is trained in using state-of-the-art computer models and assessment protocols developed by the U.S. Environmental Protection Agency (U.S. EPA), the California Air Resources Board (CARB), the Federal Highway Administration (FHWA), California Department of Transportation (Caltrans), and Air Pollution Control Districts throughout the State. Computer models used include California Emissions Estimator Model (CalEEMod), EMFAC, OFFROAD, CALINE, and AERMOD.

Biological Resources and Regulatory Permitting: Rocks Biological Consulting and Kimley-Horn will provide necessary analyses to meet federal, state, and local environmental law and regulations under the U.S. Army Corps of Engineers, U.S. Fish and Wildlife Service (USFWS), and the California Department of Fish and Wildlife (CDFW). As needed, the Kimley-Horn team would evaluate or peer review reports to evaluate parcels including in-fill development sites with respect to potential biological impacts including nesting birds. Our staff can also prepare jurisdictional delineations and regulatory permitting.

Historic, Archaeological, Paleontological, and Tribal Cultural Resources: Kimley-Horn's staff will prepare cultural resources inventories and evaluations for architectural history/historic preservation, prehistoric and historic archaeology, and paleontology. Staff is well-versed in avoidance and treatment protocols for various resource types, and can prepare and implement plans related to construction monitoring, excavation, historic building recordation, etc. Our staff can also assist City staff with tribal consultation and work with partnering tribes to implement culturally appropriate methodology for all phases of inventory, evaluation, and treatment effort. Our firm also provides construction monitoring.

Energy: Kimley-Horn will quantitatively assess a project's energy consumption and demand on suppliers based on CalEEMod, project specific data, land use, and a project's proposed sustainability features. Project energy consumption is quantified related to electricity, natural gas, and transportation fuel for vehicle trips and project construction.

Geology and Soils: The Kimley-Horn team will review studies for adequacy with CEQA requirements and regulatory requirements. According to the Questions & Answers released on March 17, 2024, the City does not anticipate a need for geologist/geotechnical specialists. Should a geotechnical or soils investigation be required, Kimley-Horn will coordinate with a subconsultant to prepare geotechnical studies or provide evaluations that are specific to the project.



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Greenhouse Gas (GHG) Emissions: Kimley-Horn staff prepares qualitative and quantitative GHG emissions analyses associated with the CEQA and NEPA documents. We understand the evolving regulations and the activities within the South Coast Air Quality Management District (SCAQMD) and other air districts relative to GHG emissions assessments as well as ongoing case law and regulatory requirements affecting the methodology for GHG analyses. Project-related GHG emissions will be assessed against SCAQMD draft thresholds and consistency with applicable GHG reduction plans including applicable City policies, and other applicable regional/statewide GHG emissions reduction strategies such as the CARB Scoping Plan and the Regional Transportation Plan/Sustainable Community Strategy for the Southern California Association of Governments (SCAG) region.

Hazardous Materials: Kimley-Horn will evaluate potential impacts that could result from the release of hazardous materials during construction and the long-term operation of a project. Kimley-Horn can prepare and peer review Phase I and Phase II Environmental Site Assessments. Phase I ESAs address the due diligence procedures and methodology presented in ASTM E 1527-21. The purpose of the Phase I ESA is to: (1) identify Recognized Environmental Conditions (RECs); (2) provide an opinion of the impacts on the property resulting from conditions identified during the investigation, by a qualified Environmental Professional; provide an opinion, by a qualified Environmental Professional, on the need for additional investigations; and (4) provide a statement consistent with ASTM E 1527-21, 12.14.2, on the qualifications of the Environmental Professional and the suitability of the Phase I ESA to meet the requirements of the All Appropriate Inquiry Rule, 40 CFR 312. Work efforts will include records review, site reconnaissance, interviews, and report preparation.

Hydrology and Water Quality: Kimley-Horn's engineers are experienced in the preparation of large- and small-scale hydrology analyses in support of technical site plans, programmatic land use planning/specific plans, and policy documents along with final engineering phase drainage plans. With respect to drainage, Kimley-Horn can prepare on-site conceptual drainage technical memorandums analyzing on-site runoff and drainage flow paths for pre- and post-developed conditions associated with a proposed development area. In addition, Kimley-Horn prepares Water Quality Management Plans in support of entitlement and final engineering plans.

Noise and Vibration: Kimley-Horn provides a full range of noise impact analyses including instrument-assisted noise field surveys, commercial and industrial stationary sources noise impact analyses, FHWA computer modeling of motor vehicle noise impacts for roadway and freeway projects, and rail noise impact analyses. The analyses address operational and construction noise including the potential for vibration effects during demolition and construction.

Transportation: Kimley-Horn offers complete in-house transportation planning and engineering services including the preparation of Vehicle Miles Traveled (VMT) and Local Circulation (Level of Service) traffic studies, traffic calming studies, speed zoning studies, safety and operations studies, parking management studies, pedestrian safety programs, bikeway plans, site access and circulation studies, and accident analyses. These various analyses are often needed as a part of the overall traffic analysis in a CEQA document and to support the City's evaluation of a project for decision-makers. Kimley-Horn is also able to address all aspects of roadway design, including intersection geometrics, utility relocations, traffic control, signalization, and signing and marking.

Utilities and Service Systems: Depending on the type and size of the project and our role, Kimley-Horn can evaluate potential impacts on utility and service providers to determine if a project will conflict with any existing utilities in the study area. Alternatively, our staff has the expertise to provide sewer capacity analyses and preliminary water demand analyses. Areas of evaluation will include power and natural gas, communications, water treatment and distribution facilities, sewer, storm water, and water supplies. We will coordinate with the City and utility purveyors to make sure that the impacts are fully analyzed.

Environmental Documents

The following provides an overview of the type of documents identified in the RFP.

Initial Study/Negative Declaration/Mitigated Negative Declaration. Kimley-Horn will prepare an Administrative Draft Initial Study and will describe the project's location, environmental setting, and characteristics. Using the City's Environmental Checklist Form, each of the topics contained in the Environmental Checklist – both topics addressed through a technical study as well as narrative analysis, such as Land Use – will be evaluated to document the nature and extent of any potential environmental consequences and the need for mitigation. The analyses will consider the whole action involved with the proposed project. In addition to the preparation or peer review of the IS/MND, Kimley-Horn would prepare/review the Mitigation Monitoring and Reporting Program (MMRP), responses to comments, and noticing.



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Consistency, Compliance, and Substantial Conformity Analyses. Consistency Analyses is a CEQA Streamlining analysis evaluates the potential environmental impacts of a project and determines whether the impacts are within the scope of impacts addressed in a prior CEQA document. The analysis would be used by the City as evidence that subsequent CEQA documentation is not required.

Categorical Exemptions. Kimley-Horn would work with City staff to determine which State CEQA Guidelines exemption classification would be appropriate for the project. Most typically, documentation is prepared to support a Section 15301: Class 1: Existing Facilities; Section 15302: Replacement or Reconstruction; Section 15302: Class 3: New Construction or Conversion of Small Structures; Section 15304: Class 4, Minor Alterations to Land; and Section 15332: Class 32, In-Fill Development Projects. Kimley-Horn has provided CEQA clearance for numerous projects, including technical evaluations as required such as air quality, noise and vibration, and cultural and historical resources, allowing cities to confirm no significant impacts and no exceptions to the Categorical Exemption.

Sustainable Communities Project Exemption/Sustainable Communities Environmental Assessments. A Transit Priority Project (TPP) that meets the qualifying conditions for a Sustainable Communities Project (SCP) qualifies for a full CEQA exemption. Kimley-Horn will assist the City in documenting a project's compliance with CEQA Section 21155.1 subdivision (a), (b), and (c) to demonstrate that the project meets the qualifying requirements for a Sustainable Communities Plan Exemption (SCPE) and qualifies for a full CEQA exemption. If the project cannot be eligible as a SCPE, a Sustainable Communities Environmental Assessment (SCEA) may be used to analyze TPPs that have incorporated all feasible mitigation measures, performance standards, or criteria outlined in prior applicable EIRs (PRC Section 21155.2).

CEQA Addendums. An addendum can be prepared to a previously certified EIR or adopted IS/MND. State CEQA Guidelines Section 15164 provides general guidance regarding addendums; however, it defers to CEQA Guidelines Section 15162 to determine whether circumstances warrant the preparation of additional CEQA documentation. Pursuant to CEQA Guidelines Section 15162(a), additional CEQA documentation beyond an addendum would only be required if the proposed project creates new significant impacts or impacts that are more severe than those disclosed in previous CEQA document. This finding must consider factors such as changes in the scope of the proposed project relative to the prior CEQA document; any changes in surrounding circumstances that have occurred since the Final EIR was certified or IS/MND was adopted; and the discovery of new information that was not known at the time the EIR or IS/MND was prepared. The Addendum test is the ability to provide substantial evidence showing that the proposed project would not create new significant adverse impacts or increase the severity of a significant adverse impact identified in the previous CEQA document.

CEQA Guidelines Section 15183. CEQA Guidelines Section 15183 allows for a streamlined environmental review process for projects that are consistent with the densities established by existing zoning, community plan or general plan policies for which an EIR was certified. Under CEQA Guidelines Section 15183, a subsequent project is relieved from further environmental review if it meets the criteria of Section 15183(c): all significant impacts were either addressed in a prior EIR or can be substantially mitigated by the imposition of uniformly applied development policies or standards. The analysis demonstrates and/or validates that there are no site-specific or cumulative impacts associated with the project that have not already been fully addressed in a previous environmental document or cannot be substantially mitigated through the application of uniformly applied standards and policies that would be applied to the project. All project requirements are identified in the analysis and are made a condition of project approval.

NEPA Compliance

In addition to our extensive CEQA experience, Kimley-Horn has expertise locally and nationally providing comprehensive environmental documentation services in support of NEPA review. Our staff has recent, relevant experience preparing Environmental Impact Statements (EISs), Environmental Assessments (EAs), and Categorical Exclusions (CatExs), including the required technical studies, for a wide array of project types including the development of housing, public service campuses (hospitals, educational facilities), infrastructure and public works projects, and transit facilities. Federal agencies include the U.S. Department of Housing and Urban Development (HUD), U.S. Army Corps of Engineers, FHWA, Federal Aviation Administration (FAA), Federal Transit Administration (FTA), Department of Defense (DOD), Environmental Protection Agency (EPA), and others. Kimley-Horn understands the process and methodologies of the federal agencies the City is likely to collaborate. We also understand where efficiencies can be achieved when a project is subject to CEQA and NEPA.

Notices and Distribution of Documents; Staff Reports

Kimley-Horn can prepare all necessary CEQA notices, including Notices of Preparation, Notices of Availability, Notices of Completion, Notices of Determination, and Notices of Exemption. We can be responsible for all reproduction and distribution of documents as well as assisting the City in posting documents to the Governor’s Office of Land Use and Climate Innovation via CEQAnet and delivery of notices to the County Clerk-Recorder. We will also provide the environmental documents in a web-ready format for the City’s use. Kimley-Horn can prepare public hearing documents, including staff reports.

Public Meetings and Presentations

Whether it be Agency Meetings, Public Hearings, or Community Outreach, we can effectively facilitate public meetings and hearings on the project and environmental process and technical analyses to inform responsible agencies and community stakeholders about a project’s purpose, and the evaluation of a project under CEQA process. Translation services can also be provided for both written materials and oral presentations.

Project Schedule and Deliverables

At Kimley-Horn, we understand the importance of precise planning and efficient execution. For every project that arises from this on- call contract, we will develop a comprehensive project schedule tailored to the unique needs and requirements of each endeavor. However, for the interest of this proposal, we have included a few sample projects along with their projected timelines and deliverables on the following page. These examples are designed to provide a glimpse into our project management approach and our commitment to delivering exceptional client service with high expectations. Each sample project showcases our capability to adhere to deadlines while maintaining the highest standards of quality and integrity.

Sample Project 1: Technical Studies: Traffic, Air Quality, Greenhouse Gas Emissions, Noise, Health Risk, Cultural Resources, other	Sample Project 2: Exemptions/Consistency Analyses/Addendums	Sample Project 3: IS/MND: Peer Review
Actions and Deliverables <ul style="list-style-type: none"> ▪ Kick-off meeting/calls ▪ Project Data Questionnaire ▪ Technical Studies; CEQA sections ▪ Memorandums (peer review) 	Actions and Deliverables <ul style="list-style-type: none"> ▪ Kick-off meeting/call, check in meetings (identify any concerns, progress) ▪ Internal team kick-off meeting ▪ Prepare technical studies/analyses (to confirm appropriate CEQA approach) ▪ Prepare Exemption, Consistency Memorandums ▪ Revise based on City comments ▪ Staff reports, etc., if requested ▪ Attendance at and preparation of presentations at public hearings 	Actions and Deliverables <ul style="list-style-type: none"> ▪ Kick-off meeting/call, check in meetings (identify any concerns, progress) ▪ Internal team kick-off meeting ▪ Screencheck IS/MND and technical studies review: provide written comments ▪ Review revised IS/MND, technical studies: provide comments ▪ Determine if additional revisions are needed ▪ Coordinate public review ▪ Review Responses to Comments and MMRP: provide written comments ▪ Staff reports, etc., if requested ▪ Attendance at and preparation of presentations for public hearings
Timeline Preparation: 4-8 weeks for multiple studies; individual studies can be 2-4 weeks Initial Peer Review: 2-4 weeks	Timeline Preparation: 3 weeks-4 months, depending on scope	Timeline: 7-9 months

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Quality Assurance and Quality Control

Kimley-Horn has an established company-wide Quality Control/Quality Assurance Program. Our QC/QA measures are built into our project management processes, and they are part of our firm's culture. These measures include internal project quality controls, project peer reviews, and continuous quality improvement (CQI) initiatives.

Our internal QC/QA program includes a kick-off meeting with our internal key team members to clearly define the scope, outline subtask responsibilities, establish schedules, and identify project milestones and goals. At the project manager level, the quality review is continuous so that deliverables meet your needs. At the end of each phase, a QC/QA review will be conducted internally (within the project team) or through a peer review process as one of several checks to make sure that the project deliverable is not only technically correct, but also consistent with the project objectives.

- QC Review:** Project processes, work plans, documents, and deliverables are reviewed by senior staff not necessarily involved with the project on a day-to-day basis. This peer review is routine for all projects, and it becomes a formal process for larger projects. Kimley-Horn's formal QC/QA program is based upon assigning experienced, senior professionals who are otherwise qualified to manage a similar project to serve in this independent quality control role. The depth of our firm allows us to provide such personnel, who provide a fresh perspective and critical eye.
- CQI Initiatives:** Quality projects don't happen by accident at Kimley-Horn. Quality standards are a major subject of each person's orientation, annual review, and ongoing training program. QC/QA means much more to us than a cursory review. Along that line, we implemented a program years ago called CQI. Each person in the company endeavors to identify a formal CQI task every year; each person's task is to involve clients and identify improvements that will increase client benefit.

KIMLEY-HORN Quality Control is...



ACHIEVED

by adequate planning, coordination, supervision, and technical direction; proper definition of the project requirements and procedures; understanding the scope of services; and the use of appropriately skilled personnel performing work functions carefully



CONTROLLED

by assigning a manager to evaluate all work and procedures followed while providing the services



VERIFIED

through independent reviews by a qualified staff member of the processes, procedures, documentation, supervision, technical direction, and staffing associated with the project development



ASSURED

through the careful surveillance of work activities by individuals who are not directly responsible for performing the initial efforts

EXHIBIT B

SCHEDULE OF BILLING RATES



Kimley-Horn and Associates, Inc.

Hourly Labor Rate Schedule

Classification	Rate
Analyst	\$145 - \$210
Professional	\$195 - \$275
Senior Professional I	\$255 - \$340
Senior Professional II	\$325 - \$375
Senior Technical Support	\$155 - \$280
Support Staff	\$110 - \$160
Technical Support	\$125 - \$190

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Other Direct Costs: Outside Printing/Reproduction, Delivery Services/USPS, Misc. Field Equipment/Supplies, and Travel Expenses will be billed at actual cost. Mileage will be billed at the Federal Rate.

Sub-Consultants will be billed per the Contract.