

June 20, 2025



MEMO TO: Ana Ambriz and Kristan Lindquist (City of Salinas)
CC: Paul Greenway (G7)
FROM: Beth Matz (BFS Landscape Architects)

RE: El Gabilan Park/ Additional Services

During the initial planning and proposal preparation for this project BFS did not account for additional geotechnical engineer time that would be required by the City's Building Permit Office.

BFS has received to date (2) additional service requests related to the additional geotechnical engineer work.

Additional Service A:

The City's Building Permit Office requires the infiltration testing conducted by the Geotechnical Engineer to be converted using the Porchet Method. This requirement created more time for the Geotechnical Engineer and resulted in a request for additional services of **\$1,200**.

Additional Service B:

The City's Building Permit Office requires the geotechnical engineer to review all plans and specs and provide a letter confirming that the plans and specs are in alignment with the geotechnical report. This requirement was not accounted for in our office proposal and resulted in an additional service request of **\$1,200**

In total, the Geotechnical Engineer has requested an additional budget of **\$2,400** for El Gabilan Park. In effort to accommodate the limited budget for this project, BFS has removed any consultant markup from this additional service request.

Please find attached to this memo, the invoices received from the Geotechnical Engineer.

BFS appreciates the City's thoughtful consideration in this additional service request and we are happy to respond to any thoughts, comments or concerns.

Respectfully,
Elizabeth Matz

AGREED & AUTHORIZED TO PROCEED:

Signature

Date

Print Name & Title

Client

Attachments: Invoices from Earth Systems

Notice: Landscape Architects are regulated by the State of California. Any questions concerning a Landscape Architect may be referred to the Landscape Architects Technical Committee at: Landscape Architects Technical Committee, 400 R Street, Suite 4000, Sacramento, CA 95814, (916) 445-4954.



EARTH SYSTEMS

1514 Moffett Street, Suite A | Salinas, CA 93905 | (831) 240-4624 | www.earthsystems.com

CHANGE ORDER NO. 1

DATE: February 24, 2025 **PROPOSAL NO.:** SAL-25-02-011
BASE FILE NO.: 306780

PROJECT NAME: El Gabilan Park Development

PROJECT ADDRESS: 263 Toro Avenue, Salinas, California

CLIENT NAME: BFS Landscape Architects, Attn: Ms. Elizabeth Matz

CLIENT ADDRESS: 425 Pacific Street, Suite 201, Monterey, CA 93940

ORIGINAL AGREEMENT: Revised Proposal for a Geotechnical Engineering Report and Soil Infiltration Testing, El Gabilan Park, 263 Toro Avenue, APN 004-492-009, Salinas, California, Doc. No. 2212-015.PRP, revised July 3, 2024

SCOPE OF ADDITIONAL SERVICES: Design Soil Infiltration Rate Analysis and Letter as Requested by BFS and Sandis

ADDITIONAL COMPENSATION REQUIRED: Fixed Fee of \$1,200.00

NOTE: The terms and conditions of the original agreement apply to all additional services.

Earth Systems Pacific

Brett Faust, CEG 2386
Vice President

February 24, 2025

Date

**PLEASE RETURN A SIGNED COPY
TO EARTH SYSTEMS PACIFIC**

AGREED TO AND ACCEPTED:

Client (Party responsible for payment)

by Authorized Representative (please print)

Signature and Title

Date

Telephone Number

Email Address



EARTH SYSTEMS

1514 Moffett Street, Suite A | Salinas, CA 93905 | (831) 240-4624 | www.earthsystems.com

CHANGE ORDER NO. 1

DATE: May 30, 2025 **PROPOSAL NO.:** SAL-25-05-021
BASE FILE NO.: 306780

PROJECT NAME: El Gabilan Park Development

PROJECT ADDRESS: 263 Toro Avenue, Salinas, California

CLIENT NAME: BFS Landscape Architects, Attn: Ms. Elizabeth Matz

CLIENT ADDRESS: 425 Pacific Street, Suite 201, Monterey, CA 93940

ORIGINAL AGREEMENT: Revised Proposal for a Geotechnical Engineering Report and Soil Infiltration Testing, El Gabilan Park, 263 Toro Avenue, APN 004-492-009, Salinas, California, Doc. No. 2212-015.PRP, revised July 3, 2024

SCOPE OF ADDITIONAL SERVICES: Geotechnical Review of Plans and Letter of Conformance

ADDITIONAL COMPENSATION REQUIRED: Fixed Fee of \$1,200.00

NOTE: The terms and conditions of the original agreement apply to all additional services.

Earth Systems Pacific

Ajay Singh, GE 3057
Vice President

May 30, 2025
Date

**PLEASE RETURN A SIGNED COPY
TO EARTH SYSTEMS PACIFIC**

AGREED TO AND ACCEPTED:

Client (Party responsible for payment)

by Authorized Representative (please print)

Signature and Title

Date

Telephone Number

Email Address

March 27, 2026



MEMO TO: Kristan Lundquist
FROM: Elizabeth Matz
RE: Closter Park Improvements / Additional Services

Dear Kristan,

BFS is submitting this request for additional services associated with Construction Management and Labor Compliance support for the Closter Park Improvements Project.

As construction has progressed, the project schedule has extended beyond the original anticipated duration. This extension has had a direct impact on the level of effort required by BFS's subconsultants responsible for construction management, inspection, and labor compliance services.

Construction management services are inherently time-dependent and closely tied to the contractor's duration on site. Due to the extended construction schedule, the Construction Manager has been required to provide additional coordination, site observations, inspections, and general project oversight beyond what was originally scoped. Accordingly, the Construction Manager has submitted a request for additional compensation in the amount of **\$53,520**.

Similarly, labor compliance services are directly correlated with the duration of construction activities. The extended schedule has resulted in an increased number of required site visits, worker interviews, and ongoing compliance monitoring efforts. As a result, the Labor Compliance Consultant has requested additional services in the amount of **\$13,522.41**.

BFS is requesting a **5% markup** on these additional services to cover administrative coordination, oversight, and processing.

The total additional services request is summarized below:

- Construction Management: \$53,520.00
- Labor Compliance: \$13,522.41
- BFS Administrative Markup (5%): \$3,851.12

Total Additional Services Request: \$70,893.53

These additional services are directly attributable to the extended construction duration and are necessary to ensure continued project oversight, compliance, and successful project delivery.

BFS remains committed to supporting the project through completion and maintaining a high level of coordination with the Contractor and project team. Please let us know if you have any questions or would like to discuss this request further.

Sincerely,

Elizabeth Matz



March 26, 2026

Elizabeth Matz
BFS LANDSCAPE ARCHITECTS
425 Pacific Street #201
Monterey, CA 93940

Subject: Request for Amendment #1 for Construction Management and Construction Inspection for City of Salinas Closter Park Project

Dear Ms. Matz:

G7 greatly appreciates being part of the BFS team working on the Construction Management and Construction Inspection for City of Salinas Closter Park Project. We remain committed to delivering high-quality construction management and inspection services to ensure this project's success.

The G7 budget is exhausted and looking forward the Contractor has indicated he will not be completed with substantial completion until early April. We understand the project is very tightly constrained with limited funding for the additional costs. G7 proposes to reduce project management and inspection staff levels to 4 hours per day until the contractor completes the work to substantial completion and then one inspection for 2 hours each week until completion of the project. G7 proposes the following budget on a time and materials basis.

Avg 4 Hours Per Day x 30 Days = 120 hours of project management and inspection = \$43,200

After substantial completion: 2 hours per week x 9 weeks = 18 hours of inspection = \$3,300

After substantial completion: 4 hours per week x 9 weeks = 36 hours of PM = \$7,020

G7 is requesting Amendment #1 to increase our allowable budget by \$53,520 time and materials. We appreciate your consideration of this request and look forward to seeing the Closter Park Project through to successful completion. Please feel free to contact me with any questions at 831-400-8964 or paul@g7inspections.com

Sincerely,
G7ei Inc.

Paul H. Greenway
President
G7ei Inc.



Elizabeth Matz | Associate Principal
BFS LANDSCAPE ARCHITECTS
425 Pacific Street #201, Monterey CA 93940
831.646.1383 p | 831.582.7723 c

Subject: Budget Status and Request for Adjustment – Closter Park Project /Proposal for Labor Compliance Monitoring Services City Park Revitalization and Improvement Projects for City of Salinas for [Closter Park Revitalization](#)

Dear Elizabeth,

After reviewing the current budget information, it appears 360PSM is running low on available funds. At this time, the remaining balance is \$1,876.49. I would like to inquire about the possibility of increasing the budget to support the remaining work.

For the construction phase, we anticipate the need for approximately one additional full month of work, followed by an estimated three months for project closeout activities, including documentation review and final checks. This represents a total of four additional months of work.

Please let me know if we can discuss budget adjustment options or next steps.

Thank you very much for your continued collaboration.

Labor Compliance - Construction Phase			
Description	Hours	Rate	Total
Labor Compliance Monitoring Officer- Analyst	96	\$136/hour	\$13,112.64
Field Interviews	3	\$136/hour	\$409.77
Total			13,522.41

Conclusion

We look forward working with you on this important project. Please contact Catalina Ferreto at (831)500-1263 or email catalina@360psm.com

Sincerely,

Catalina Ferreto |360PSM
President
(831)500-1263
www.360psm.com

March 30, 2026



MEMO TO: Kristan Lindquist (City of Salinas)
CC: Paul Greenway (G7)
FROM: Beth Matz (BFS Landscape Architects)

RE: El Gabilan Park/ Additional Services Construction Administration

Dear Kristan,

As the El Gabilan Park Improvements project transitions toward construction, BFS has been preparing for construction administration coordination.

At the time of contract execution, the anticipated construction value for the project was estimated to be under \$500,000. Based on this initial value, the construction administration scope and associated fee of \$12,000 were established.

Since that time, the project scope has evolved, and the construction contract has been awarded at a little bit under \$800,000. This increase in construction value represents a substantial expansion in the level of effort required for construction administration services.

In addition, the evolution of the project scope has necessitated a higher level of design development and pre-construction coordination, including increased collaboration with the City and consultant team to address project refinements associated with the increased construction value.

Based on the expanded construction value and anticipated level of service required through construction, BFS has evaluated the construction administration effort needed to support the project through completion, including:

- Submittal and RFI review
- Construction observation and site visits
- Coordination with the contractor, City, and consultant team
- Change order review and documentation
- Project closeout support

Given the increased construction value and associated level of effort, the original construction administration fee of \$12,000 no longer aligns with the scope of services required.

To ensure continuity of service and successful project delivery through construction and closeout, BFS is requesting an additional services amendment in the amount of **\$37,500**.

This request reflects a more appropriate level of effort relative to the current construction value and anticipated demands of the project.

We value our ongoing partnership with the City and remain committed to supporting the project through a smooth and successful construction process. Please let us know if you would like to discuss this request further or if any additional information would be helpful.

Thank you for your continued support.

Sincerely,
Elizabeth Matz

AGREED & AUTHORIZED TO PROCEED:

Signature

Date

Print Name & Title

Client

Attachments: Compensation Schedule dated 1/2026

Notice: Landscape Architects are regulated by the State of California. Any questions concerning a Landscape Architect may be referred to the Landscape Architects Technical Committee at: Landscape Architects Technical Committee, 400 R Street, Suite 4000, Sacramento, CA 95814, (916) 445-4954.

Standard Schedule of Compensation

January 2026



GENERAL

The following list of fees and reimbursable expense items shall be used in providing services within our agreement and may be annually adjusted, upon issuance of an updated Standard Schedule of Compensation:

Principal	\$239/hour
Associate Principal	\$222/hour
Associate	\$207/hour
Project Manager	\$185/hour
Assistant Project Manager	\$174/hour
Designer	\$152/hour
Assistant Designer	\$130/hour
Technical Support	\$103/hour
Project Support	\$91/hour

ADDITIONAL SERVICES

Any additional presentations, drawings, or documents not identified in the Scope of Services will be considered additional services. Additional services are provided only with prior authorization and on an hourly basis unless otherwise approved.

REIMBURSABLE EXPENSES

All costs for printing and plotting, special delivery, mileage, and other costs directly related to the project will be accounted as a reimbursable expense at our cost, plus a fifteen percent administration charge.