



Board Report

File #: 17-0224, Version: 1

- a. Approve Amendment No. 1 to the Professional Services Agreement with CSG Consultants, Inc. to: include additional construction inspection services for demolition and construction of infrastructure improvements for Phase 3 at the East Garrison Subdivision; increase the not to exceed amount of \$96,400 by \$93,160 for a total amount not to exceed \$189,560; and extend the expiration date from April 30, 2017 for twenty-six (26) additional months through June 30, 2019, for a revised term from May 1, 2016 to June 30, 2019; and
- b. Authorize the Contracts/Purchasing Officer or Contracts/Purchasing Supervisor to execute Amendment No. 1 to the Professional Services Agreement and execute future amendments to the Agreement where the amendments do not significantly alter the scope of work or change the approved Agreement amount.

RECOMMENDATIONS:

It is recommended that the Board of Supervisors:

- a. Approve Amendment No. 1 to the Professional Services Agreement with CSG Consultants, Inc. to: include additional construction inspection services for demolition and construction of infrastructure improvements for Phase 3 at the East Garrison Subdivision; increase the not to exceed amount of \$96,400 by \$93,160 for a total amount not to exceed \$189,560; and extend the expiration date from April 30, 2017 for twenty-six (26) additional months through June 30, 2019, for a revised term from May 1, 2016 to June 30, 2019; and
- b. Authorize the Contracts/Purchasing Officer or Contracts/Purchasing Supervisor to execute Amendment No. 1 to the Professional Services Agreement and execute future amendments to the Agreement where the amendments do not significantly alter the scope of work or change the approved Agreement amount.

SUMMARY/DISCUSSION:

On March 12, 2015, the Contracts/Purchasing Officer executed an Agreement and the County retained CSG Consultants, Inc. (CSG), a local construction management firm, under Request for Proposals (RFP) #10485, to provide consulting construction inspection services for the East Garrison Subdivision Phase 2 Infrastructure Improvements on behalf of the County in the amount of \$93,480 for a term through March 31, 2016. That work was completed and accepted by the Board of Supervisors on March 1, 2016.

On May 3, 2016, the Contracts/Purchasing Officer executed a new Professional Services Agreement (PSA) with CSG to provide construction inspection services for Lincoln Park at the East Garrison Subdivision on behalf of the County in the amount of \$96,400 for a term from May 1, 2016 to April 30, 2017. That work is currently on-going.

The East Garrison Developer (Developer) has indicated its intention to start construction of the infrastructure improvements at Phase III of the East Garrison Subdivision in the spring of 2017. It is recommended to amend CSG's existing PSA. Amendment No. 1 will include construction inspection services for demolition and construction of infrastructure improvements for Phase 3 at the East Garrison Subdivision; increase the not to exceed amount of \$96,400 by \$93,160 for a total amount not to exceed \$189,560; and extend the expiration date from April 30, 2017 for twenty-six (26) additional months through June 30, 2019, for a revised term from May 1, 2016 to June 30, 2019.

Attachment C provides a summary of the existing PSA to date.

OTHER AGENCY INVOLVEMENT:

The Office of the County Counsel and the Auditor-Controller's Office have reviewed and approved Amendment No. 1 as to form and legality, and fiscal provisions, respectively.

FINANCING:

This action will have no financial impact to the General Fund. All costs for the County's review of infrastructure improvements at the East Garrison Subdivision are reimbursed by the Developer. The Fiscal Year 2016-17 adopted budget for Fund 182, Department 1070, Unit 8431, Appropriation Unit DEO028 has sufficient appropriations to fund Amendment No. 1 to this PSA.

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Reviewed by: Melanie Beretti, Special Programs Manager, RMA-Land Use & Community Development Division

Approved by: Carl P. Holm, AICP, Resource Management Agency Director

The following attachments are on file with the Clerk of the Board:

Attachment A - Amendment No. 1 to PSA

Attachment B - PSA

Attachment C - Summary of PSA

Attachment D - Summary of Annual Expenditures and PSA Balance