

AMENDMENT NO. TWO TO AGREEMENT

BETWEEN THE COUNTY OF SAN MATEO AND The Ratcliff Architects

THIS AMENDMENT TO THE AGREEMENT, entered into this _____, 20___, by and between the COUNTY OF SAN MATEO, hereinafter called "County," and The Ratcliff Architects, hereinafter called "Contractor";

WITNESSETH:

WHEREAS, pursuant to Government Code, Section 31000, County may contract with independent contractors for the furnishing of such services to or for County or any Department thereof;

WHEREAS, on July 11, 2023, under Resolution No. 079814(c) authorized by the County Board of Supervisors, the parties entered into an Agreement for On Call Architecture Design and Space Planning Professional Services from July 11, 2023 through July 10, 2026 in an amount not to exceed \$600,000; and

WHEREAS, on February 11, 2026, as authorized by Board Resolution No. 079814(c), the parties amended the Agreement to increase the not-to-exceed amount by an additional \$25,000 for a new not-to-exceed amount of \$625,000 and extended the term of the Agreement through July 10, 2028; and

WHEREAS, the parties wish to amend the Agreement to increase the not-to-exceed amount by an additional \$175,000 for a new not-to-exceed amount of \$800,000 to continue architectural and engineering construction administration services for the San Mateo Medical Center (SMMC) SPD Equipment Replacement Upgrade Project, SMMC Endo Scope Washer Replacement Project and other Capital Projects currently in construction with no change in term.

NOW, THEREFORE, IT IS HEREBY AGREED BY THE PARTIES HERETO AS FOLLOWS:

1. Section 3. Payments of the agreement is amended to read as follows:

In no event shall County's total fiscal obligation under this Agreement exceed Eight Hundred Thousand Dollars and Zero Cents (\$800,000.00).

2. All other terms and conditions of the agreement dated July 11, 2023, between the County and Contractor shall remain in full force and effect.

In witness of and in agreement with this Agreement's terms, the parties, by their duly authorized representatives, affix their respective signatures:

For Contractor: The Ratcliff Architects

Signed by:

244E9BC936304D7...

3/16/2026

Mike Matson

Contractor Signature

Date

Contractor Name (please print)

For County:

COUNTY OF SAN MATEO

By:
President, Board of Supervisors, San Mateo County

Date:

ATTEST:

By:
Clerk of Said Board

Service Agreement Procurement Attestation

For all San Mateo County service agreements, this Service Agreement Procurement Attestation form must be completed by (a) the Department Head or Department Head designee responsible for approving or recommending approval of the service agreement and any waiver of competitive procurement requirements or waiver of application of a preference under the Local Business Preference Ordinance, (b) the program manager responsible for the agreement, (c) any contract administrator; (d) the Director of Procurement or designee if competitive procurement requirements or application of a preference under the Local Business Preference Ordinance is waived.

Proposed Contractor: RATCLIFF ARCHITECTS INC

Solicitation/Contract No. and Title: RFP/ RATCLIFF R079814(c) RATCLIFF ARCHITECTS

1. Neither I, nor my spouse, domestic partner or member of my immediate family or household has a financial interest in the award of this agreement to the proposed contractor.
2. I have not solicited or accepted any gift, favor, or other personal benefit from the proposed contractor (including any agent, owner, employee, board members, or other such affiliates of the contractor) during the procurement process for this agreement, including during the solicitation period and contract negotiations.
3. I do not have an ownership interest in the proposed contractor (other than publicly traded securities that are selected and administered by a third party, such as through a mutual fund or retirement fund), employment or a prospective employment relationship, consulting or advisory arrangement, or board membership with the proposed contractor.
4. I do not have any other personal interest in the award of this agreement or any relationship with the proposed contractor that might tend to affect my objectivity or judgment with respect to the agreement or the proposed contractor or that would reasonably give rise to an appearance of impropriety, such as through immediate family affiliation, non-County business or professional partnership, romantic or sexual relationship or close friendship.

I attest that the foregoing statements are true and correct to the best of my knowledge.

Name	County Dept./Job Title	Signature	Date
ROXANNE MAQUINANA	DPW/PROGRAM SERVICES MGR	 <small>Digitally signed by Roxanne Maquinana, DN: cn=Roxanne Maquinana, o=Department of Public Works, ou=Facilities Capital Projects, email=maquinana@smcgov.org, c=US Date: 2026.01.06 13:08:34 -0800</small>	01/06/2026
TORY NEWMAN	DPW/DEPUTY DIRECTOR	 <small>Digitally signed by Tory Newman, DN: cn=Tory Newman, ou=County Of San Mateo - DPW, ou=Capital Projects, email=tnewman@smcgov.org, c=US Date: 2026.01.13 09:50:05 -0800</small>	
ANN STILLMAN	DPW/DIRECTOR	 <small>Signed by: Ann M. Stillman 1F1E8A92748448E</small>	3/20/2026

If you are unable to attest that any one or more of the above statements 1 through 4 is true and correct, please contact the County Executive Office Manager at 650-363-4123 for further assistance.

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, Carahsoft OBO San Mateo County - Public Works (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact Carahsoft OBO San Mateo County - Public Works:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: wwwong@smcgov.org

To advise Carahsoft OBO San Mateo County - Public Works of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at wwwong@smcgov.org and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from Carahsoft OBO San Mateo County - Public Works

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to wwwong@smcgov.org and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with Carahsoft OBO San Mateo County - Public Works

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to wwwong@smcgov.org and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

By selecting the check-box next to ‘I agree to use electronic records and signatures’, you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify Carahsoft OBO San Mateo County - Public Works as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Carahsoft OBO San Mateo County - Public Works during the course of your relationship with Carahsoft OBO San Mateo County - Public Works.