

**RESOLUTION NO. 080904**

**BOARD OF SUPERVISORS, COUNTY OF SAN MATEO, STATE OF CALIFORNIA**

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**RESOLUTION WAIVING THE REQUEST FOR PROPOSAL (RFP) PROCESS AND AUTHORIZING AN AMENDMENT TO THE AGREEMENT WITH MARK THOMAS AND COMPANY, INC., INCREASING THE AMOUNT BY \$500,000 TO AN AMOUNT NOT TO EXCEED \$700,000 AND EXTENDING THE TERM THROUGH MAY 31, 2028**

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**RESOLVED**, by the Board of Supervisors of the County of San Mateo, State of California, that

**WHEREAS**, in response to a continuing need for grant writing services by County Departments, the County Executive’s Office issued a Request for Qualifications (RFQ) in July 2022 to form an expanded pool of grant writers; and

**WHEREAS**, on August 8, 2022, the consultant firm of Mark Thomas and Company, Inc. (Mark Thomas) submitted a proposal in connection with the RFQ process and became part of the County’s expanded pool of grant writers; and

**WHEREAS**, on June 1, 2023, the Department of Public Works (Department) entered into an agreement with Mark Thomas to provide recommendations on project funding strategies and to develop grant applications for the Department on an on-call basis in a not-to-exceed amount of \$200,000 and term from June 1, 2023 through May 31, 2026; and

**WHEREAS**, the Department retained Mark Thomas through the RFQ process, not a formal solicitation; and

**WHEREAS**, the Department recommends waiving the Request for Proposal process and amending the current agreement by increasing the not-to-exceed amount

by \$500,000 based on the work performed by Mark Thomas under the agreement and the familiarity Mark Thomas has with the types of grants the Department will continue to pursue; and

**WHEREAS**, Mark Thomas has provided recommendations on project funding strategies and grant writing services to help the Department secure multiple funding awards in an aggregate amount of \$3,515,000 since the execution of the agreement; and

**WHEREAS**, the Department has authorized Mark Thomas to complete work for amounts up to the not-to-exceed amount of the agreement; and

**WHEREAS**, the Department anticipates additional grant writing services are needed to successfully secure funding awards for the planning or implementation of additional capital improvement projects for the various County-maintained roads and infrastructure, including the expanded role the Department has taken for active transportation projects, for which there is no dedicated funding; and

**WHEREAS**, the Director of Public Works is recommending an amendment to the agreement with Mark Thomas, increasing the amount by \$500,000 to an amount not to exceed \$700,000 and extending the term through May 31, 2028; and

**WHEREAS**, this Board has considered and concurs with the recommendation of the Director of Public Works.

**NOW, THEREFORE, IT IS HEREBY DETERMINED AND ORDERED** that:

1. It is in the best interest of the County to waive the Request for Proposal process and the Request for Proposal process is hereby waived.
2. The President of the Board of Supervisors shall be, and is, hereby authorized and directed to execute said amendment on behalf of the County of San Mateo with Mark Thomas and Company, Inc. in an amount not to exceed \$700,000 and a term through May 31, 2028 and the Clerk of the Board shall attest the President's signature thereto.
3. The Director of Public Works is authorized to execute contract amendments which modify the County's maximum fiscal obligation by no more than \$25,000 or \$725,000 in aggregate, and/or modify the contract terms and term dates or services so long as the modified term or services is/are within the current or revised fiscal provisions.

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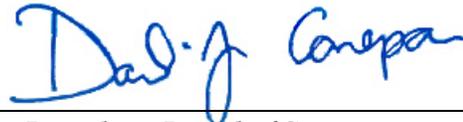
*Regularly passed and adopted this 28<sup>th</sup> day of January, 2025*

*AYES and in favor of said resolution:*

*Supervisors:*                    JACKIE SPEIER  
   NOELIA CORZO  
   RAY MUELLER  
   LISA GAUTHIER  
   DAVID J. CANEPA

*NOES and against said resolution:*

*Supervisors:*                    NONE



*President, Board of Supervisors  
County of San Mateo  
State of California*

***Certificate of Delivery***

*I certify that a copy of the original resolution filed in the Office of the Clerk of the Board of Supervisors of San Mateo County has been delivered to the President of the Board of Supervisors.*



*Assistant Clerk of the Board of Supervisors*