

## **RESOLUTION NO. .**

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

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**RESOLUTION AUTHORIZING AN AMENDMENT TO THE AGREEMENT WITH  
CIRCLEPOINT TO CREATE AN ACCESSORY DWELLING UNIT CENTER WEBSITE  
FOR THE HOME FOR ALL INITIATIVE AND DEVELOP OUTREACH COLLATERAL  
FOR THE WASTE REDUCTION PROGRAM BY INCREASING THE AMOUNT BY  
\$90,810 TO AN AMOUNT NOT TO EXCEED \$408,735 AND EXTENDING THE TERM  
TO MARCH 26, 2018**

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

**WHEREAS**, a Request for Qualifications (RFQ) was issued in March 2015 for a consultant to provide website development and design services; and

**WHEREAS**, Circlepoint was determined to be the best fit based on its expertise in communications and design, and the cost-effectiveness of their proposal; and

**WHEREAS**, on March 27, 2015, the Director of the Office of Sustainability (OOS) approved an agreement with Circlepoint for the amount of \$50,000 for branding, graphic design and web design, development, and maintenance services; and

**WHEREAS**, on December 16, 2015, the OOS amended the existing contract for an additional \$19,500, not to exceed \$69,500 (Amendment No. 1) for the purpose of developing branding for the OOS and conducting visioning workshops with the OOS staff; and

**WHEREAS**, on January 15, 2016, the OOS amended the existing contract for an additional \$10,000, not to exceed \$79,500 (Amendment No. 2), for the purpose of developing outreach collateral as part of the Bicycle Routes and Rules Outreach Project; and

**WHEREAS**, on June 23, 2016, the OOS amended the existing contract to extend the term from June 30, 2016 to June 30, 2017 (Amendment No. 3) for the purpose of completing the development of Bicycle Routes and Rules Outreach Project outreach collateral; and

**WHEREAS**, on April 25, 2017, the OOS consolidated all existing contracts, including the contract detailed above, with Circlepoint (total of three separate contracts) to create one master contract; and

**WHEREAS**, on July 7, 2017, the OOS amended the master contract for an additional \$11,340, not to exceed \$317,925, for the purpose of developing the San Mateo County Sea Level Rise Vulnerability Assessment layout and outreach collateral (Amendment No. 4); and

**WHEREAS**, both parties wish to amend the Agreement by extending the term to March 26, 2018 and increasing the amount by \$90,810 to an amount not to exceed \$408,735; and

**WHEREAS**, this Board has been presented with the Agreement and has examined and approved it as to both form and content and desires to enter into it.

**NOW, THEREFORE, IT IS HEREBY DETERMINED AND ORDERED** that the Board of Supervisors be, and is hereby authorized and directed to execute said Agreement for and on behalf of the County of San Mateo, and the Clerk of this Board shall attest the President's signature thereto.

**BE IT FURTHER RESOLVED** that the Director of the Office of Sustainability, or the Director's designee is authorized to execute contract amendments which modify the County's maximum fiscal obligation by no more than \$25,000 (in aggregate) and/or modify the contract terms and/or services so long as the modified term or services is/are within the current or revised fiscal provisions.

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