



# County of San Mateo

## Inter-Departmental Correspondence

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**Department:** PARKS

**File #:** 20-286

Board Meeting Date: 5/5/2020

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**Special Notice / Hearing:** None  
**Vote Required:** Majority

**To:** Honorable Board of Supervisors

**From:** Nicholas J. Calderon, Parks Director

**Subject:** Third Amendment to the Agreement with Sherwood Design Engineers for On-Call Civil Design Services

### **RECOMMENDATION:**

Adopt a resolution authorizing:

- A) The President of the Board of Supervisors to execute a third amendment to the agreement with Sherwood Design Engineers for on-call civil design services to increase the contract amount by \$200,000, to a new not to exceed amount of \$525,000; and
- B) The Parks Director, or his designee, to execute further amendments to the Agreement with Sherwood Design Engineers to modify the County's maximum fiscal obligation by no more than \$25,000 (in aggregate), and/or modify the Agreement's terms and/or services, so long as any modified term(s) and/or services is/are within the current or revised fiscal provisions.

### **BACKGROUND:**

On December 10, 2018, the Parks Department ("Department") released a Request for Proposals ("RFP") seeking qualified firms to provide various on-call professional services for the Department. Through this effort, on February 26, 2019, the Department entered into an agreement (the "Agreement") with Sherwood Design Engineers ("SDE") (formerly Fall Creek Engineering) for the delivery of on-call civil design services.

Also, on February 26, 2019, the Department executed the First Amendment to the Agreement (the "First Amendment") to revise the dates of services, and replaced the first paragraph of Section II (Amount and Method of Payment) of Exhibit "A" to the Agreement to include further clarification of the invoice process.

On February 13, 2020, the Department, acting within its powers as authorized by Board Resolution No. 076458A, executed the Second Amendment to the Agreement (the "Second Amendment") to increase the Agreement amount by \$25,000, to a new not-to-exceed contract amount of \$325,000.

The Second Amendment was required so SDE could advance critical projects including the design plans for the new Sanchez Adobe Visitor Center, the replacement of a culvert at Fitzgerald Marine Reserve, and the new Memorial Park Wastewater Collection System.

**DISCUSSION:**

The Agreement as amended with SDE currently has a not-to-exceed amount of \$325,000. In order to maintain design consistency for current projects and continue to efficiently obtain civil design services, the Department recommends increasing the contract amount by \$200,000, to a new total not-to-exceed amount of \$525,000. Should the Third Amendment be authorized, SDE will be able to finalize the Memorial Park Wastewater Collection System designs and the Electrical System Assessment of Memorial Park, both of which are underway and necessary for the overhaul of Memorial Park's facilities. Should SDE not be able to continue their work, both projects would be delayed until a new contractor can become familiar with the projects and advance the civil designs. All other terms and provisions of the Agreement as amended will remain unchanged.

County Counsel has reviewed and approved the resolution and Third Amendment as to form.

**FISCAL IMPACT:**

Sufficient appropriations are included in the Department's FY 2019-20 Adopted Budget and will be included in future budgets.