

REPORT OF GENERAL MANAGER

NO. 04-179


DATE June 4, 2004

C.D. 14

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: SUPPLEMENTAL AGREEMENT TO CONTRACT NO. 3103 - FOR PREPARATION OF ADDITIONAL PROPOSITION 40 GRANT APPLICATION - ASCOT HILLS PARK

* K. Chan	<u>ke</u>	J. Combs	_____
H. Fujita	_____	J. Kolb	_____
M. Mariscal	_____	F. Mok	_____
K. Regan	_____	G. Stigile	_____



 General Manager

Approved _____ Disapproved _____ Withdrawn _____

RECOMMENDATION:

1. Approve Supplemental Agreement to contract No. 3103 increasing the contract amount of the agreement with Ms. Martha Van Rooijen by \$6,237.50 and increasing the term by up to four (4) months;
2. Direct the Board Secretary to transmit the proposed Supplemental Agreement to the Mayor in accordance with Executive Directive 16 and concurrently to the City Attorney for review as to form; and,
3. Upon receipt of the necessary approvals, authorize the General Manager to execute Supplemental Agreement.

SUMMARY:

At the meeting of November 5, 2003, the Board approved Report No. 03-0364, authorizing the General Manager to negotiate the terms of up to twelve (12) grant writing consultant services contracts for the preparation of Proposition 40 Grant applications. Each contract was for an amount not to exceed \$24,950, and a term of three (3) months with an option to extend as necessary subject to future Board approvals.

REPORT OF GENERAL MANAGER

PG 2 NO. 04-179

In conformance with the direction of the above report, and working with the City Attorney and City Administrative Officer, twelve agreements were negotiated and finalized, and on December 10, 2003, the Board approved Report No. 03-390, authorizing the General Manager to execute the twelve contracts.

In late December 2003, the Steering Committee, comprised of staff from the City Administrative Officer, Chief Legislative Analyst, Bureau of Engineering and Department of Recreation and Parks, requested that two additional Proposition 40 Urban Parks Act grant applications be prepared:

- 1) Ascot Hills Park in Council District 14; and
- 2) Gilbert Lindsay Recreation Center in Council District 9.

Preparation of the Ascot Hills Park grant application was negotiated with Ms. Martha Van Rooijen for an additional \$6,237.50.

Contract No. 3103, with Ms. Martha Van Rooijen, for preparation two (2) Proposition 40 grant applications for a total of \$18,712.50 was fully executed on December 29, 2003. This requested Supplemental Agreement, for an additional \$6,237.50, to Contract No. 3103 is for preparation of the third grant application by the consultant. The proposed Supplemental Agreement will increase the total contract amount to \$24,950 and increase the term by up to four (4) months. The previously approved appropriation of \$300,000 to Appropriation Account 3040, Contractual Services (Fund 302, Dept 88) covers the additional cost of this amendment.

The consultant is already in compliance with the policies and ordinances listed below, as outlined in the CAO "Analysis of Proposed Contract" form:

- Childcare and Child Support Declaration Statements
- Affirmative Action Program
- Business Tax Registration Certificate
- Equal Benefits Ordinance
- MBE/WBE Policy
- Living Wage, Service Worker Retention Ordinance
- Insurance Requirements

The amendment is recommended in compliance with all Department and City procedures, policies and laws applicable to the award of contracts. Principals of the firm are not employees or officials of the City; are free to make recommendations or perform the services specified in the contract; and have no authority, with respect to the City's decisions relating to the project, beyond fulfilling the provisions of the contracts.

REPORT OF GENERAL MANAGER

PG 3

NO. 04-179

All compensation to the consultant is provided in the funding of each individual project that the firm works on; therefore, there will be no decrease in revenue or increase in costs to the City.

This report was prepared by John De Witt, Director of Advance Planning and Special Projects.