

Meeting Date: 4/1/2014

Report Type: Consent

Report ID: 2014-00209

Title: Consultant Drafting Services – Approve Supplemental Agreement No. 2

Location: Citywide

Recommendation: Pass a Motion 1) approving Supplemental Agreement No. 2 with Mark Thomas and Company in an amount not to exceed \$73,440; 2) ratifying Supplemental Agreement No. 1 with Mark Thomas and Company; and 3) resetting the City Manager’s authority for Agreement No. 2013-0726 with Mark Thomas and Company.

Contact: Tim Mar, Supervising Engineer, (916) 808-7531; Nicholas Theocharides, Engineering Services Manager, (916) 808-5065, Department of Public Works

Presenter: None

Department: Public Works Department

Division: Engineering Services Admin

Dept ID: 15001111

Attachments:

1-Description/Analysis

2-Supplemental Agreement No. 2-Mark Thomas

City Attorney Review

Approved as to Form

Gerald Hicks

3/19/2014 2:39:59 PM

Approvals/Acknowledgements

Department Director or Designee: Jerry Way - 3/12/2014 11:51:53 AM

Description/Analysis

Issue: A drafting backlog exists for civil transportation capital improvement projects due to a vacant Senior Engineering Technician position. Temporary retention of a consultant civil AutoCAD draftsman is necessary to complete the work until the vacant position is filled this summer.

Through a Request for Proposals process, Mark Thomas and Company supplied the most qualified AutoCAD person and an Agreement (No. 2013-0726) in the amount of \$76,155.98 was executed on July 30, 2013. Supplemental Agreement No. 1 in the amount of \$23,000 was executed under City Manager authority. Ratification of Supplemental Agreement No. 1 and approval of Supplemental Agreement No. 2 in the amount of \$73,440 to provide a civil AutoCAD draftsman is recommended.

Policy Considerations: City Council approval is required of any Supplemental Agreement which results in the total agreement amount exceeding \$100,000.

Economic Impacts: None.

Environmental Considerations:

California Environmental Quality Act (CEQA): Not applicable as this action does not require CEQA approval.

Sustainability Considerations: Not applicable.

Other: None.

Commission/Committee Action: None.

Rationale for Recommendation: In the summer of 2013, Public Works performed a recruitment to fill a vacant Senior Engineering Technician position and interviewed prospective candidates. Public Works did not find an ideal candidate to fill the position and as a result will perform a new recruitment this summer when the current list expires in mid-June.

Financial Considerations: All costs for the civil AutoCAD draftsman will initially be paid for with the Department of Public Works, Engineering Services Division's operating budget.

Work performed by the civil AutoCAD draftsman will be reimbursed within capital improvement program budgets. There will be no General Funds used to pay for this agreement.

Local Business Enterprise (LBE): The Local Business Enterprise (LBE) Program was adopted by City Council on November 19, 2013. Mark Thomas and Company is a Local Business Enterprise business.

City of Sacramento
SUPPLEMENTAL AGREEMENT

Contract #: 2013-0726-2

Purchase Order #:

Supplemental Agreement #: 2

Job#: 15001131

Project Title: Autocad Draftperson

The City of Sacramento ("City") and Mark Thomas & Company, ("Contractor"), as parties to that certain Professional Services Agreement designated as Agreement Number 2013-0726 including any and all prior supplemental agreements modifying said agreement (said agreement and supplemental agreements are hereby collectively referred to as the "Agreement"), hereby supplement and modify the Agreement as follows:

- 1. The Scope of Services specified in Exhibit A of the Agreement is amended as follows:

See Exhibit A

- 2. In consideration of the additional and/or revised services described in section 1, above, the maximum not-to-exceed amount that is specified in Exhibit B of the Agreement of Payment of Contractor's fees and expenses, is increased by \$73,440.00 and said maximum not-to-exceed amount is amended as follows:

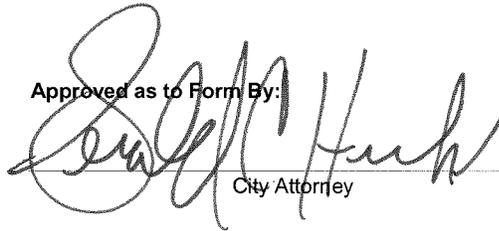
The original not-to-exceed amount:	\$76,155.98
The net change by previous Supplemental Agreements:	\$23,000.00
The not-to-exceed amount prior to this Supplemental Agreements:	\$99,155.98
The contract sum will be increased by this Supplemental Agreement:	\$73,440.00
The new not-to-exceed amount including all Supplemental Agreements:	\$172,595.98

- 3. Contractor agrees that the amount of increase or decrease in the not-to-exceed amount specified in section 2, above, shall constitute full compensation for additional and/or revised services specified in section 1, above, and shall fully compensate Contractor for any and all direct and indirect costs that may be incurred by Contractor in connection with such additional and/or revised services, including costs associated with any changes in work schedules or in the performance of other services or work by Contractor. The time for the performance of the agreement is increased by 0 Days by reason of the performance of the work required by this Supplemental Agreement.
- 4. Contractor warrants and represents that the person or persons executing this supplemental agreement on behalf of Contractor has or have been duly authorized by Contractor to sign this supplemental agreement and bind Contractor to the terms hereof.
- 5. Except as specifically revised herein, all terms and conditions of the Agreement shall remain in full force and effect, and Contractor shall perform all the services, duties, obligations and conditions required under the Agreement, as supplemented and modified by this supplemental agreement.

Approval Recommended By:

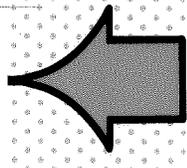

Project Manager

Approved as to Form By:


City Attorney

Approved By:


Contractor



Approved By:

Attested to By:

City of Sacramento

4/1/14
Executed Date

City Clerk

Exhibit A
Autocad Draftperson
2013-0726

<i>Description</i>		<i>Amount</i>
Supplemental Agreement #2		
PCO # 2.0	Client Initiated Changes	\$73,440.00
03/04/14	Drafting of AutoCAD plans and exhibits for the R Street Phase 3 project and other City projects as needed. Please see attached scope of work and 10-H.	
1	Items	Total for Change Order # 2
		\$73,440.00
1	Change Orders	Total for Contract # 2013-0726
		\$73,440.00
Totals By Reason		
	Changed/Unforeseen Conditions	\$0.00
	Changes to Bid Documents	\$0.00
	Client Initiated Changes	\$73,440.00



MARK THOMAS & COMPANY

Providing Engineering, Surveying & Planning Services

January 24, 2014

File # SA-13821

Mr. Tim Mar
Supervising Engineer
915 I Street, Room 2000
Sacramento, CA 95814

OFFICES

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- Fresno
- Irvine
- Oakland
- Sacramento
- Salinas
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- San Jose
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**RE: SUPPLEMENT #2
AUTOCAD & CIVIL 3D TRAINING**

Dear Mr. Mar:

Per your request, we are pleased to present a supplemental agreement to our existing AutoCAD Draftperson scope of work for the Engineering Services Division. The supplemental scope of work will be to provide additional drafting services along with AutoCAD and Civil 3D Training. Trong Nguyen will provide drafting services, training and assistance for the Department of Public Works, Engineering Services Division starting on or about February 28 through July 2014 for a maximum of 900 hours, which comes out to \$73,440.

Trong will primarily perform drafting of AutoCAD plans and exhibits for the R Street Phase 3 project, and other City projects as needed. Trong will continue to track his time by project number for invoicing purposes and direct costs for parking in the City parking garage will be billed by providing copies of all receipts. Overtime (work exceeding 40 hours/week) is not anticipated as part of this supplemental contract.

Trong will continue to work from the City offices located at 915 I Street, Room 2000, in an office with City provided equipment and materials and will report to you or Zuhari Amawi. Please feel free to contact Rob Himes or myself should you have any questions.

Sincerely,

MARK THOMAS & COMPANY, INC.

Derek W. Minnema, P.E.
Project Manager – Sacramento

