

**Meeting Date:** 1/13/2015

**Report Type:** Consent

**Report ID:** 2015-00036

**Title: Supplemental Agreement: Management and Recruitment of Student Interns**

**Location:** Citywide

**Recommendation:** Pass a Motion authorizing the City Manager or his designee to execute Supplemental Agreement No. 4 to City Agreement No. 2012-0637 with the Community College Foundation in an amount not to exceed \$85,000 for a period of one year.

**Contact:** Debb Newton, Program Analyst, (916) 808-6739; Hector Barron, City Traffic Engineer, (916) 808-2669, Department of Public Works

**Presenter:** None

**Department:** Public Works Department

**Division:** Transportation Division

**Dept ID:** 15001911

**Attachments:**

1-Description/Analysis

2-Background

3-Contract

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**City Attorney Review**

Approved as to Form

Gerald Hicks

1/6/2015 9:28:13 AM

**Approvals/Acknowledgements**

Department Director or Designee: Jerry Way - 12/19/2014 3:11:20 PM

## Description/Analysis

**Issue:** The Transportation Division has an ongoing need for temporary administrative and clerical support in the areas of Entitlements, Traffic Engineering, Signs and Markings, and Traffic Signals. The use of student interns provides flexibility in meeting increasing service demand levels, while providing students valuable training and experience in their field of study.

Authorization to execute Supplemental Agreement No. 4, in the amount of \$85,000 with the Community College Foundation for a total contract amount not to exceed \$180,000 and extending the contract by one year to June 30, 2016, would allow the Division to maintain its current students and hire two additional students.

**Policy Considerations:** The proposed City Council action is consistent with the City's policy, which requires any Supplemental Agreement which increases the original agreement amount to or exceeding \$100,000 be approved by City Council.

**Economic Impacts:** None.

### **Environmental Considerations:**

**California Environmental Quality Act (CEQA):** Executing a professional services contract and appropriating funds are not considered projects as defined by Section 15378(a) of the California Environmental Quality Act guidelines. The recommended action involves no physical construction and has no potential to cause significant impact to the environment.

**Sustainability:** Not applicable

**Commission/Committee Action:** None

**Rationale for Recommendation:** Approval of Supplemental Agreement No. 4 will provide for staff support to all sections of the Transportation Division.

**Financial Considerations:** Funding is available in the Transportation Division Operating budgets, including Traffic Engineering (15001921), Signs and Markings (15001931) and Traffic Signals (15001941). Students may also be funded through CIPs and development funding when working in support of specific projects.

No General Funds are planned or allocated for this agreement.

**Local Business Enterprise (LBE):** The LBE Program was adopted by City Council on November 19, 2013. This agreement was negotiated and executed prior to that date, therefore the LBE component for this contract is held in abeyance.

## **Background**

The Transportation Division has historically utilized students to offer non-professional assistance in support of projects, programs and periodic clerical support.

The current student contract, 2012 Management and Recruitment of Student Interns, with the Community College Foundation was approved in August 2012, with a sunset date of June 2013. The initial budget was \$25,000.

Supplemental Agreement No. 1 extended the contract for one year to June 2014, and increased the budget by \$35,000 to allow for a second student to be hired. This increased the overall budget to \$60,000.

Supplemental Agreement No. 2 changed the contract language to include coverage for students whose assignments require them to drive City-owned vehicles.

Supplemental Agreement No. 3 extended the contract through June 2015 and increased the budget by \$35,000, for a total contract budget of \$95,000.

City of Sacramento  
**SUPPLEMENTAL AGREEMENT**

Contract #: 2012-0637-4

Purchase Order #:

Supplemental Agreement #: 4

Job#: 15001921

Project Title: 2012 Management and Recruitment of Student Interns

The City of Sacramento ("City") and Community College Foundation, ("Contractor"), as parties to that certain Professional Services Agreement designated as Agreement Number 2012-0637 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 \$85,000.00 and said maximum not-to-exceed amount is amended as follows:

The original not-to-exceed amount:	\$25,000.00
The net change by previous Supplemental Agreements:	\$70,000.00
The not-to-exceed amount prior to this Supplemental Agreements:	\$95,000.00
The contract sum will be increased by this Supplemental Agreement:	\$85,000.00
The new not-to-exceed amount including all Supplemental Agreements:	\$180,000.00

- 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 365 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:

Dahl Newton  
Project Manager

Approved as to Form By:

[Signature]  
City Attorney

Approved By:

[Signature]  
Contractor

Approved By:

\_\_\_\_\_  
City of Sacramento

Attested to By:

\_\_\_\_\_  
City Clerk

1/6/2015

Executed Date

## Exhibit A

### 2012 Management and Recruitment of Student Interns 2012-0637

<i>Description</i>	<i>Amount</i>
<b>Supplemental Agreement #4</b>	
PCO # 4.0 Client Initiated Changes	\$85,000.00
11/21/14 Extend the sunset date of the contract to June 30,2016 and to increase the contract by \$85,000 to hire four students.	
1 Items	Total for Change Order # 4
	\$85,000.00
1 Change Orders	Total for Contract # 2012-0637
	\$85,000.00
<i>Totals By Reason</i>	
	Changed/Unforeseen Conditions \$0.00
	Changes to Bid Documents \$0.00
	Client Initiated Changes \$85,000.00

The InternSource  
Student Intern Hourly Cost Worksheet

	\$12/hr	\$12.50/hr	\$13/hr	\$13.50/hr	\$14/hr	\$14.50/hr	\$15/hr	\$15.50/hr	\$16/hr	\$16.50/hr	\$17/hr	\$17.50/hr	\$18/hr	\$18.50/hr	\$19/hr	\$19.50/hr	\$20/hr
Wage	\$12.00	\$12.50	\$13.00	\$13.50	\$14.00	\$14.50	\$15.00	\$15.50	\$16.00	\$16.50	\$17.00	\$17.50	\$18.00	\$18.50	\$19.00	\$19.50	\$20.00
FICA = 6.2%	\$0.74	\$0.78	\$0.81	\$0.84	\$0.87	\$0.90	\$0.93	\$0.96	\$0.99	\$1.02	\$1.05	\$1.09	\$1.12	\$1.15	\$1.18	\$1.21	\$1.24
FICA-MED = 1.45%	\$0.17	\$0.18	\$0.19	\$0.20	\$0.20	\$0.21	\$0.22	\$0.22	\$0.23	\$0.24	\$0.25	\$0.25	\$0.26	\$0.27	\$0.28	\$0.28	\$0.29
SUI = 5.25%	\$0.63	\$0.66	\$0.68	\$0.71	\$0.74	\$0.76	\$0.79	\$0.81	\$0.84	\$0.87	\$0.89	\$0.92	\$0.95	\$0.97	\$1.00	\$1.02	\$1.05
W/C = 0, 61% (Clerical)	\$0.07	\$0.08	\$0.08	\$0.08	\$0.09	\$0.09	\$0.09	\$0.09	\$0.10	\$0.10	\$0.10	\$0.11	\$0.11	\$0.11	\$0.12	\$0.12	\$0.12
<b>Subtotal</b>	<b>\$13.62</b>	<b>\$14.19</b>	<b>\$14.76</b>	<b>\$15.32</b>	<b>\$15.89</b>	<b>\$16.46</b>	<b>\$17.03</b>	<b>\$17.59</b>	<b>\$18.16</b>	<b>\$18.73</b>	<b>\$19.30</b>	<b>\$19.86</b>	<b>\$20.43</b>	<b>\$21.00</b>	<b>\$21.57</b>	<b>\$22.13</b>	<b>\$22.70</b>
Indirect = 17%	\$2.32	\$2.41	\$2.51	\$2.61	\$2.70	\$2.80	\$2.89	\$2.99	\$3.09	\$3.18	\$3.28	\$3.38	\$3.47	\$3.57	\$3.67	\$3.76	\$3.86
<b>Total Cost to You</b>	<b>\$15.94</b>	<b>\$16.60</b>	<b>\$17.26</b>	<b>\$17.93</b>	<b>\$18.59</b>	<b>\$19.26</b>	<b>\$19.92</b>	<b>\$20.59</b>	<b>\$21.25</b>	<b>\$21.91</b>	<b>\$22.58</b>	<b>\$23.24</b>	<b>\$23.91</b>	<b>\$24.57</b>	<b>\$25.23</b>	<b>\$25.90</b>	<b>\$26.56</b>

NOTE: The Workers Compensation (WC) rates vary however we charge actual according to duties assigned.

\*Base Salary plus fringe benefits equals the total hourly rate at straight time.

Fringe Benefits Percentages are estimated based on current rates which are subject to change

The InternSource  
Student Intern Hourly Cost Worksheet

	\$10/hr	\$10.50/hr	\$11/hr	\$11.50/hr	\$12/hr	\$12.50/hr	\$13/hr	\$13.50/hr	\$14/hr	\$14.50/hr	\$15/hr	\$15.50/hr	\$16/hr	\$16.50/hr	\$17/hr	\$17.50/hr	\$18/hr	\$18.50/hr	\$19/hr	\$19.50/hr	\$20/hr
Wage	\$10.00	\$10.50	\$11.00	\$11.50	\$12.00	\$12.50	\$13.00	\$13.50	\$14.00	\$14.50	\$15.00	\$15.50	\$16.00	\$16.50	\$17.00	\$17.50	\$18.00	\$18.50	\$19.00	\$19.50	\$20.00
FICA = 6.2%	\$0.62	\$0.65	\$0.68	\$0.71	\$0.74	\$0.78	\$0.81	\$0.84	\$0.87	\$0.90	\$0.93	\$0.96	\$0.99	\$1.02	\$1.05	\$1.09	\$1.12	\$1.15	\$1.18	\$1.21	\$1.24
FICA-MED = 1.45%	\$0.15	\$0.15	\$0.16	\$0.17	\$0.17	\$0.18	\$0.19	\$0.20	\$0.20	\$0.21	\$0.22	\$0.22	\$0.23	\$0.24	\$0.25	\$0.25	\$0.26	\$0.27	\$0.28	\$0.28	\$0.29
SUI = 5.25%	\$0.53	\$0.55	\$0.58	\$0.60	\$0.63	\$0.66	\$0.68	\$0.71	\$0.74	\$0.76	\$0.79	\$0.81	\$0.84	\$0.87	\$0.89	\$0.92	\$0.95	\$0.97	\$1.00	\$1.02	\$1.05
W/C = 2.98%	\$0.30	\$0.31	\$0.33	\$0.34	\$0.36	\$0.37	\$0.39	\$0.40	\$0.42	\$0.43	\$0.45	\$0.46	\$0.48	\$0.49	\$0.51	\$0.52	\$0.54	\$0.55	\$0.57	\$0.58	\$0.60
<b>Subtotal</b>	\$11.59	\$12.17	\$12.75	\$13.33	\$13.91	\$14.49	\$15.06	\$15.64	\$16.22	\$16.80	\$17.38	\$17.96	\$18.54	\$19.12	\$19.70	\$20.28	\$20.86	\$21.44	\$22.02	\$22.60	\$23.18
Indirect = 18%	\$2.09	\$2.19	\$2.29	\$2.40	\$2.50	\$2.61	\$2.71	\$2.82	\$2.92	\$3.02	\$3.13	\$3.23	\$3.34	\$3.44	\$3.55	\$3.65	\$3.75	\$3.86	\$3.96	\$4.07	\$4.17
<b>Total Cost to You</b>	\$13.67	\$14.36	\$15.04	\$15.72	\$16.41	\$17.09	\$17.78	\$18.46	\$19.14	\$19.83	\$20.51	\$21.19	\$21.88	\$22.56	\$23.25	\$23.93	\$24.61	\$25.30	\$25.98	\$26.66	\$27.35

NOTE: The Workers Compensation (WC) rates vary however we charge actual according to duties assigned.

\*Base Salary plus fringe benefits equals the total hourly rate at straight time.

Fringe Benefits Percentages are estimated based on current rates which are subject to change