

Meeting Date: 4/7/2015

Report Type: Consent

Report ID: 2015-00297

Title: Supplemental Agreement: Student Interns – Engineering Services Division

Location: Citywide

Recommendation: Pass a Motion authorizing the City Manager or his designee to execute Supplemental Agreement No. 2 to City Agreement No. 2013-0884 with the Community College Foundation, extending the agreement term through June 30, 2017 for an amount not to exceed \$160,000, bringing the total agreement amount to \$245,000.

Contact: Lucinda Willcox, Program Manager, (918) 808-5052; Nicholas Theocharides, Engineering Services Division 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-Contract

City Attorney Review

Approved as to Form

Joe Robinson

4/1/2015 11:18:11 AM

Approvals/Acknowledgements

Department Director or Designee: Jerry Way - 3/19/2015 6:57:15 AM

Description/Analysis

Issue: The Engineering Services Division employs student interns to provide support in the areas of Engineering Design, Development Engineering, and Administrative and Fiscal tasks. 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. 2 to City Agreement No. 2013-0884 in the amount of \$160,000 with the Community College Foundation for a total contract amount not to exceed \$245,000, and extending the contract by two years to June 30, 2017, would allow the Division to employ about four students part time each year. The Division has recently employed four students in the areas of accounting, geographic information systems, and engineering.

The current student contract with the Community College Foundation was approved on September 16, 2015, with a sunset date of June 30, 2015. The initial budget was \$75,000. Supplement No. 1 increased the amount by \$10,000 to \$85,000.

Policy Considerations: City Council approval is required for a Supplemental Agreement which increases the original agreement amount to \$100,000 or more.

Economic Impacts: None.

Environmental Considerations:

California Environmental Quality Act (CEQA): Approval of the recommended supplemental agreement is an ongoing administrative activity that is not a project requiring CEQA review, under Section 15378(a) of the CEQA 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. 2 will provide for additional support to the Engineering Services Division and help develop students for future employment.

Financial Considerations: Funding will be provided by the Engineering Services Operating Budgets. Student services may also be funded through capital improvement projects and private development projects when working to support specific projects in these areas.

Local Business Enterprise (LBE): LBE requirements do not apply to this agreement, which was executed before the LBE Program was adopted by City Council on November 19, 2013.

Exhibit A
Student Interns - Engineering Services
2013-0884

<i>Description</i>	<i>Amount</i>																
Supplemental Agreement #2																	
PCO # 2.0 Client Initiated Changes	\$160,000.00																
03/11/15 Additional funding needed to keep students employed through the next two years and also to add an additional student. The Sunset date of this agreement is also being extended by 2 years. The new sunset date will be June 30, 2017.																	
1 Items	Total for Change Order # 2 \$160,000.00																
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">1 Change Orders</td> <td style="width: 20%;">1 Items</td> <td style="width: 30%;">Total for Contract # 2013-0884</td> <td style="width: 20%; text-align: right;">\$160,000.00</td> </tr> <tr> <td colspan="2" style="text-align: center;"><i>Totals By Reason</i></td> <td>Changed/Unforeseen Conditions</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td colspan="2"></td> <td>Changes to Bid Documents</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td colspan="2"></td> <td>Client Initiated Changes</td> <td style="text-align: right;">\$160,000.00</td> </tr> </table>		1 Change Orders	1 Items	Total for Contract # 2013-0884	\$160,000.00	<i>Totals By Reason</i>		Changed/Unforeseen Conditions	\$0.00			Changes to Bid Documents	\$0.00			Client Initiated Changes	\$160,000.00
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