

Meeting Date: 8/23/2016

Report Type: Consent

Report ID: 2016-00783

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. 4 to City Agreement No. 2013-0884 with the Community College Foundation, extending the agreement term through June 30, 2018 for an amount not to exceed \$350,000, bringing the total agreement amount to \$595,000.

Contact: Shareen Kidd, Program Analyst, (916) 808-7128; Nicholas Theocharides, Engineering 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-Signed Sup. Agreement

City Attorney Review

Approved as to Form

Gerald Hicks

8/10/2016 11:24:12 AM

Approvals/Acknowledgements

Department Director or Designee: Jerry Way - 8/4/2016 11:45:51 AM

Description/Analysis

Issue: The Engineering Services Division employs college student interns through the Community College Foundation 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. 4 to City Agreement No. 2013-0884 in the amount of \$350,000 with the Community College Foundation for a total contract amount not to exceed \$595,000, and extending the contract by one year to June 30, 2018, would allow the Division to employ approximately 7 students, part time each year. The Division has recently employed 7 students in the areas of accounting, geographic information systems, and engineering to meet current service demands. The current student contract with the Community College Foundation was approved on September 13, 2013, with a sunset date of June 30, 2015. The initial budget was \$75,000. Supplement No. 1 increased the amount by \$10,000 for a total contract budget of \$85,000. Supplement No.2 extended the contract through June 2017, and increased the amount by \$160,000, for a total contract budget of \$245,000. Supplement No.3 updated the Student Intern Hourly Cost Worksheet.

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 Considerations: Not applicable.

Commission/Committee Action: None.

Rationale for Recommendation: Approval of Supplemental Agreement No. 4 will provide for continued 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): Not applicable.

City of Sacramento
SUPPLEMENTAL AGREEMENT

Contract #: **2013-0884-4**

Purchase Order #:

Supplemental Agreement #: **4**

Job#: **15001111**

Project Title: **Student Interns - Engineering Services**

The City of Sacramento ("City") and Community College Foundation, ("Contractor"), as parties to that certain Professional Services Agreement designated as Agreement Number 2013-0884 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 \$350,000.00 and said maximum not-to-exceed amount is amended as follows:

The original not-to-exceed amount:	\$75,000.00
The net change by previous Supplemental Agreements:	\$170,000.00
The not-to-exceed amount prior to this Supplemental Agreements:	\$245,000.00
The contract sum will be increased by this Supplemental Agreement:	\$350,000.00
The new not-to-exceed amount including all Supplemental Agreements:	\$595,000.00

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:



Project Manager

Approved as to Form By:



City Attorney

Approved By:



Contractor

Approved By:

Attested to By:

August 23, 2016

City of Sacramento

Executed Date

City Clerk

Exhibit A
Student Interns - Engineering Services
2013-0884

<i>Description</i>	<i>Amount</i>
Supplemental Agreement #4	
PCO # 4.0 Client Initiated Changes	\$350,000.00
07/26/16 Additional funding needed to keep students employed through the next two years. The Sunset Date of this agreement is also being extended by 1 year. The new Sunset Date will be June 30, 2018.	
1 Items	Total for Change Order # 4 \$350,000.00

1 Change Orders	1 Items	Total for Contract # 2013-0884	\$350,000.00
<i>Totals By Reason</i>		Changed/Unforeseen Conditions	\$0.00
		Changes to Bid Documents	\$0.00
		Client Initiated Changes	\$350,000.00

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
WC = 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
Subtotal	\$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 = 20%	\$2.32	\$2.43	\$2.55	\$2.67	\$2.78	\$2.90	\$3.01	\$3.13	\$3.24	\$3.36	\$3.48	\$3.59	\$3.71	\$3.82	\$3.94	\$4.06	\$4.17	\$4.29	\$4.40	\$4.52	\$4.64
Total Cost to You‡	\$13.91	\$14.60	\$15.30	\$15.99	\$16.69	\$17.38	\$18.08	\$18.77	\$19.47	\$20.16	\$20.86	\$21.55	\$22.25	\$22.94	\$23.64	\$24.33	\$25.03	\$25.73	\$26.42	\$27.12	\$27.81

*Wage applies to all pay types, including applicable paid leave and other categories as required by local, state, and federal law.

**The rate listed is subject to change. Actual rates as of paycheck date will be charged.

†The Workers Compensation (WC) rates vary according to duties assigned. Actual rates as of paycheck date will be charged.

‡Total Cost to You will vary depending on actual rates as of paycheck date.