



STAFF REPORT

AGENDA ITEM NO: 8e

MEETING DATE: November 4, 2019

To: Honorable Mayor and City Council

Date: November 4, 2019

From: Kevin Gardiner, Community Development Director – (650) 558-7253
Ruben Hurin, Planning Manager – (650) 558-7256

Subject Adoption of a Resolution Authorizing the City Manager to Execute Amendments to Professional Services Agreements to Extend the Term of Agreement for Various Consulting Firms

RECOMMENDATION

The City Council is asked to adopt a resolution authorizing the City Manager to execute amendments to the Agreements for Professional Services of various consulting firms to extend the terms of the Agreements.

BACKGROUND

The City has entered into Agreements for Professional Services with several firms to perform a variety of services for the Planning Department, including environmental review services, feasibility studies, planning services for review of development applications, and consulting services for administration of the affordable housing program and General Plan and Zoning Updates.

The City of Burlingame recently updated its financial management system (Tyler MUNIS). One of its functions is to manage professional services agreements for each City division. During the process of updating the financial system, the Planning Division became aware that several agreements had expired. A list of the expired agreements is attached. The list provides the firm name, associated project, proposed extension date, and contract amount. There are no changes proposed to the "not to exceed amount" in the agreements at this time.

DISCUSSION

As noted above, it was recently brought to the Planning Division's attention that several professional services agreements had expired. Although the terms of these agreements lapsed, work continued to be completed, and payments were made accordingly. In some cases, it was determined that additional work was required to provide additional information, and the Consultant prepared a Contract amendment outlining the additional work required; however, the term was not updated at that time. In order to ratify the payments and update the agreements, the terms of these Agreements need to be extended. The proposed extension dates for each agreement are attached.

The Planning Division is requesting that the City Council authorize the City Manager to execute amendments to the Professional Services Agreements of various consulting firms to extend the terms of the Agreements. A sample amended professional services agreement is attached.

FISCAL IMPACT

Since the amendments are related to the expiration dates of the agreements, but not to the amounts or other terms, there will be no fiscal impact to the City's budget.

Exhibits:

- Resolution
- List of Expired Professional Service Agreements
- Sample Amendment to Agreement