

**CITY OF ALBANY  
CITY COUNCIL AGENDA  
STAFF REPORT**

Agenda Date: April 5, 2021  
Reviewed by: NA

**SUBJECT:** Contract No. C21-21 Amendment 1: CIP Project Management Support Services

**REPORT BY:** Jeff Bond, Acting Public Works Director

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**SUMMARY**

The issue before Council is to authorize the City Manager to execute Amendment 1 to Contract No. C21-21 with Zoon Engineering to continue to provide project management support of the City's Capital Improvement Plan. The value of this amendment is \$100,000, which brings the total value of the contract to \$125,000.

**STAFF RECOMMENDATION**

That the Council adopt Resolution No. 2021-32, authorizing the City Manager to execute Amendment No. 1 to Contract No. C21-21 with Zoon Engineering in the amount of \$100,000 from previously appropriated funds within the City's Capital Improvement Plan and the Public Works operating budget.

**BACKGROUND**

The Public Works Department is experiencing several key vacancies that impact the Department's ability to implement the City's Capital Improvement Plan (CIP). These positions include the CIP Manager position, which has been vacant since the middle of January 2021, and the Public Works Director, who is out on an extended medical leave. The City is actively recruiting to fill the vacant CIP Manager position. The Department needs additional Project Management support to advance active CIP projects, including several projects that are in the construction and design phases, until the Department is at full strength.

**DISCUSSION**

In anticipation of the CIP Manager vacancy, the City issued Contract No. C21-21 to Zoon Engineering for project management support while the City recruited for the vacant position. The scope includes providing project management services in support of the City's active Capital Improvement Projects include the following:

- Washington Avenue Paving – Construction Phase
- Adams Street Paving – Construction Phase
- Marin Ave Paving – Design
- San Pablo Complete Street (Phase 1) – Design/Bidding
- Lower Solano Curb Ramps – Construction
- Masonic Intersections (Signal Replacement) – Design
- Sewer Rehabilitation (Phase C) – Design/Bidding
- Sewer Rehabilitation (2021 Rehab) – Design

Zoon's work through the beginning of March has expended \$20,400 of the initial authorization. Amendment No. 1 will provide additional authorization to allow Zoon to provide services until the CIP Manager position is filled and Public Works Director returns to active duty.

### **FINANCIAL IMPACT**

The funding for this contract is included in previously appropriated project budgets included in the CIP and the Public Works Department Operating budget. This is a time and materials contract with a not to exceed cap amount of \$125,000. Zoon will track time to individual project which will allow expenses to be allocated to specific projects.

### **Attachments**

1. Resolution No. 2021-32
2. Amendment No. 1 to Contract No. C21-21

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**RESOLUTION NO. 2021-32**

**A RESOLUTION OF THE ALBANY CITY COUNCIL AUTHORIZING  
AMENDMENT NO. 1 OF CONTRACT NO. C21-21 WITH  
ZOON ENGINEERING TO PROVIDE PROJECT MANAGEMENT  
SUPPORT FOR THE CITY’S CAPITAL IMPROVEMENT PROGRAM**

**WHEREAS**, The Public Works Department is experiencing several key vacancies that impact the Department’s ability to implement the City’s Capital Improvement Program; and

**WHEREAS**, the City issued Contract No. C21-21 to Zoon Engineering to provide project management support until the vacancies are filled; and

**WHEREAS**, Zoon Engineering has expended the initial authorization of \$25,000; and

**WHEREAS**, Zoon Engineering requires additional budget authorization to continue supporting the Capital Improvement Program.

**NOW, THEREFORE, BE IT RESOLVED**, that the City of Albany hereby authorizes the City Manager to execute Amendment No. 1 to Contract No. C21-21 with Zoon Engineering in the amount of \$100,000 from previously appropriated funds within the City’s Capital Improvement Plan and the Public Works operating budget.

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GE’NELL GARY, MAYOR

**CONTRACT C21-21  
AGREEMENT FOR CONSULTANT SERVICES  
BETWEEN  
THE CITY OF ALBANY  
AND  
ZOON ENGINEERING**

**FOR PROJECT:  
CIP PROJECT MANAGEMENT SUPPORT**

**AMENDMENT OF AGREEMENT No 1.**

This AMENDMENT OF AGREEMENT FOR CONSULTANT SERVICES is made and entered into on this \_\_\_\_ day of \_\_\_\_\_, 2021, by and among the City of Albany a California charter city ("CITY") and Zoon Engineering, ("CONSULTANT").

In consideration of the mutual covenants and conditions set forth herein Contract C21-21, the parties agree as follows:

Per request by the CITY, Contract C21-21 shall be modified to increase the total compensation of the contract as indicated below. This AMENDMENT OF AGREEMENT shall be made part of the original AGREEMENT, Contract C21-21.

Compensation for the AMENDMENT OF AGREEMENT shall be in the amount not to exceed \$100,000. (Increase Original Contract of \$ 25,000 to \$125,000).

All work shall continue to be in compliance with Contract C21-21 and in accordance with the approved Scope of Work, including any agreed upon modifications or extensions to the Scope of Work.

**IN WITNESS WHEREOF**, the parties hereto have caused this AMENDMENT OF AGREEMENT to Contract C21-21 to be executed the day and year first above written.

**CITY OF ALBANY:**

By \_\_\_\_\_  
Nicole Almaguer,  
City Manager

Attest \_\_\_\_\_  
Anne Hsu, City Clerk

**CONSULTANT:**

By  \_\_\_\_\_  
Nabil Hissen  
Chief Executive Officer