

**AMENDMENT NO. 1 TO THE AGREEMENT  
BETWEEN THE CITY OF SAN MATEO AND  
FREYER & LAURETA, INC. FOR  
CAPITAL IMPROVEMENT PROGRAM - PROGRAM MANAGEMENT SERVICES**

WHEREAS, the City of San Mateo ("City"), a municipal corporation of the State of California, and Freyer and Laureta, Inc. ("Consultant"), entered into an Agreement for professional capital program management services ("Agreement") on February 4, 2020; and

WHEREAS, City and Consultant wish to amend the Agreement to increase scope and extend time for completion of services as described.

NOW, THEREFORE, the parties agree as follows:

1. Section 1 Scope of Services of the Agreement is amended to read:

"The scope of services to be performed by CONSULTANT under this Agreement is as described in Exhibits A and A-1 to this Agreement, attached and incorporated by reference."

2. Section 4 Term is amended to read:

"The services to be performed under this Agreement shall commence on date of execution and be completed on or about June 30, 2021."

3. Section 5 Payment is amended to read:

"Payment shall be made by CITY only for services rendered and upon submission of a payment request upon completion and CITY approval of the work performed. In consideration for the full performance of the services set forth in Exhibits A and A-1, CITY agrees to pay CONSULTANT a fee, on a time and expenses reimbursement basis, in an amount not to exceed \$262,700, pursuant to rates stated in Exhibit B to this Agreement, attached and incorporated by reference."

4. The remaining terms of the Agreement remain in full force and effect.

CITY OF SAN MATEO

CONSULTANT

Brad B. Underwood  
Public Works Director

Jeffrey J. Tarantino, P.E.  
Its Authorized Agent  
Vice President/Secretary

ADDITIONAL CORPORATE OFFICER

David C. Freyer, P.E.  
Vice President/Treasure

## **EXHIBIT A-1 SCOPE OF SERVICES**

### **PROJECT DESCRIPTION**

CONSULTANT is providing program management services for the City's Pavement Management Program (PMP) and Smooth Streets Program (SSP). The City desires to add staff augmentation services to CONSULTANT's scope of service to allow CONSULTANT to assist the City with the following tasks including but not limited to:

- Peer review of technical deliverables prepared by City design consultants and City staff;
- City design consultant contract management including review of invoices;
- Coordination with City design consultant and City staff to track progress, identify potential questions, and monitor project budget;
- Review of project budgets including comparison of opinions of probable construction cost developed by City design consultant and City staff to the PMP and SSP budgets including summary of budget variances and potential strategies to manage variances, if any.

The proposed scope of work presented in the following paragraphs is to provide on-going project management, project controls, and staff augmentation services to maintain and update the project reporting tools, track project design, monitor PMP and SSP budgets, and regular progress updates.

### **SCOPE OF WORK**

#### **Task 4: Pavement Management Program Staff Augmentation Services**

CONSULTANT will provide staff augmentation services to assist the City with oversight and management of PMP capital improvement projects. CONSULTANT understands that design of PMP projects will be prepared by a combination of City design consultants and City staff. CONSULTANT tasks are anticipated to include:

- Manage contracts of City design consultants including review of monthly invoices, review of progress reports, and tracking costs including reporting consistent with the PCR to be developed as part of Task 3.
- Participate in biweekly calls with City and City design consultant to review progress.
- Coordinate with City design consultants and City staff on a regular basis to track progress, respond to information requests, and generally track progress of the design consultants work.
- Peer review technical deliverables prepared by the City design consultants and City staff including providing written comments, participating in design review meetings, and responding to City design consultants' questions.
- Review opinions of probable construction costs prepared by City design consultants and City staff including review of impacts on the overall City budget and projected cashflow.
- Prepare draft staff reports to support any City Council approvals required including but not limited to award of design consultant contracts and award of construction contracts.

The above tasks are intended to provide a general overview of the CONSULTANT's tasks, but the actual tasks may vary by project. CONSULTANT will provide City with regular updates on CONSULTANT's work activities as part of ongoing weekly progress calls with City.

#### *Deliverables*

1. Peer Review Written Comments
2. Weekly Conference Call Agendas and Minutes

#### Task 5: Smooth Street Program Staff Augmentation Services

CONSULTANT will provide staff augmentation services to assist the City with oversight and management of SSP capital improvement projects. CONSULTANT understands that design of SSP projects will be prepared by City design consultants. CONSULTANT tasks are anticipated to include:

- Manage contracts of City design consultants including review of monthly invoices, review of progress reports, and tracking costs including reporting consistent with the PCR to be developed as part of Task 3.
- Participate in biweekly calls with City and City design consultant to review progress.
- Coordinate with City design consultants on a regular basis with the frequency to be determined to track progress, respond to information requests, and generally track progress of the design consultants work.
- Peer review technical deliverables prepared by the City design consultants including providing written comments, participating in design review meetings, and responding to City design consultants' questions.
- Review opinions of probable construction costs prepared by City design consultants including review of impacts on the overall City budget and projected cashflow.
- Prepare draft staff reports to support any City Council approvals required including but not limited to award of design consultant contracts, and award of construction contracts.

The above tasks are intended to provide a general overview of the CONSULTANT's tasks, but the actual tasks may vary by project. CONSULTANT will provide City with regular updates on CONSULTANT's work activities as part of ongoing weekly progress calls with City.

#### *Deliverables*

1. Peer Review Written Comments
2. Weekly Conference Call Agendas and Minutes

#### **SCHEDULE**

CONSULTANT will provide the scope of services described above on a mutually agreeable schedule.

#### **BUDGET**

CONSULTANT proposes to provide our services on a time and materials basis with a not-to-exceed budget of \$213,000. Table B-1 attached to this proposal includes a detailed estimate of hours per task and hourly rates based on our Charge Rate Schedule dated January 1, 2019.