



# CITY OF SAN MATEO

City Hall  
330 W. 20th Avenue  
San Mateo CA 94403  
[www.cityofsanmateo.org](http://www.cityofsanmateo.org)

## Agenda Report

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Agenda Number: 6

Section Name: {{section.name}}

File ID: {{item.tracking\_number}}

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**TO:** City Council  
**FROM:** Drew Corbett, City Manager  
**PREPARED BY:** Public Works Department  
**MEETING DATE:** April 6, 2020

**SUBJECT:**  
Contracts with Contingency Component – Update

**RECOMMENDATION:**

Receive the report on citywide contracts contingency fund expenditures for the period from July 1, 2015 through February 29, 2020.

**BACKGROUND:**

When presenting contracts to the City Council for award, staff typically requests approval of additional contingency funds and authorization to approve additional work or issue change orders up to the contingency amount. The contingency amount is typically 10% of the total contract. This approach provides flexibility and efficiency in that projects may continue without having to return to the City Council for approval of change orders. The current report shows all active contracts citywide with contingencies greater than \$25,000 awarded from July 1, 2015 through February 29, 2020. This report also includes an attachment that shows completed projects with contingencies from this same period.

These updates are provided approximately three times annually at a City Council meeting. Due to staff vacancies, the last report was delayed, and this report now covers two reporting periods, July-October and November-February.

**BUDGET IMPACT:**

Since this is an update on previously awarded contracts, there is no budget impact. Sufficient funds have been allocated to each of the contracts including the contingency amounts.

**ENVIRONMENTAL DETERMINATION:**

This informational update is not a project subject to CEQA, because it is an organizational or administrative activity that will not result in direct or indirect physical changes in the environment. (CEQA Guidelines Section 15378(b)(5).)

**NOTICE PROVIDED**

All meeting noticing requirements were met.

**ATTACHMENTS**

Att 1 – Contingency Funding Status Worksheet  
Att 2 – Completed Projects with Contingencies

**STAFF CONTACT**

Angela Romanini, Management Analyst I  
[aromanini@cityofsanmateo.org](mailto:aromanini@cityofsanmateo.org)  
(650) 522-7340

Brad B. Underwood, Director of Public Works  
bunderwood@cityofsanmateo.org  
(650) 522-7303