



CITY OF SAN MATEO

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Agenda Report

Agenda Number: 4

Section Name: {{section.name}}

File ID: {{item.tracking_number}}

TO: City Council

FROM: Drew Corbett, City Manager

PREPARED BY: Public Works Department

MEETING DATE: August 17, 2020

SUBJECT:

Pavement Management and Smooth Streets Program Management Services Agreement – Amendment

RECOMMENDATION:

Approve Amendment No. 1 to the agreement with Freyer & Laureta, Inc. for Program Management Services for the Smooth Streets and Pavement Management programs in an amount not to exceed \$213,000; establish a contingency of \$20,000; and authorize the Public Works Director to execute the amendment in substantially the form presented and issue change orders within the contingency amount.

BACKGROUND:

Public Works retained Freyer & Laureta (F&L) in February 2020 to assist with developing an integrated project/program management and controls system to improve program planning, performance tracking, and reporting for the Pavement Management and the Smooth Streets programs.

Public Works needs additional support to effectively manage aspects of the Smooth Streets and Pavement Management programs including oversight of third-party efforts of design, construction, and coordination of public outreach of the large paving projects over the next few years. Staff has selected F&L to provide the needed program and project management assistance because of its (1) existing, in-depth knowledge of the City's paving programs, (2) extensive experience in program management of capital projects, (3) long working relationship with City staff, and (4) ability to provide staff with the needed, ongoing assistance with the management of the paving programs.

Amendment No. 1 will expand scope of services through fiscal year 2020-21 and increase the budget by \$213,000, resulting in a total agreement amount not-to-exceed \$262,700.

BUDGET IMPACT:

This agreement will be funded from Pavement Management Program (PMP) and Smooth Streets capital project accounts. Expenditures will be distributed evenly between PMP and Smooth Streets and will be tracked as a program management expense.

ENVIRONMENTAL DETERMINATION:

This agreement for professional services 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 - Amendment

STAFF CONTACT

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