

ITEM NUMBER: 9b

To: KPPCSD Board of Directors
From: Ann Danforth, General Counsel
Date: December 13, 2018
Subject: Approval of Amendment to Glass Contract

BACKGROUND AND ANALYSIS

On April 27, 2017, the District retained Glass and Associates to provide architectural and project management services for the pending renovations to the Kensington Community Center (“Original Agreement”). The Original Agreement expired on November 30, 2018.

The project construction will extend through the summer of 2019 based on the current project schedule. Accordingly, Director Sylvia Hacaj has negotiated a draft amendment to the Original Agreement. The Amendment would make the following changes to the Original Agreement:

- Extend the contract term to December 31, 2019.
- Increase reimbursable expenses from \$1500 to \$6000. This is to cover items that were not contemplated by the initial contract, such as printing costs, and costs associated with going out to bid (i.a., preparing bid packages).
- Increase the Consultant’s compensation by \$2200 to reflect increased prices for the electrical work.

Financial Impact: The amendment will increase the total cost of the contract by up to \$8200, for a maximum total of \$157,400. The final amount will be the actual amount of expenses that Glass incurs during the bidding and construction process.

RECOMMENDATION

Staff recommends that the Board approve proposed amendment to the District’s contract with Glass and Associates and authorize the General Manager to execute said amendment. Staff further recommends that the Board authorize the General Manager to negotiate non-substantive changes to the amendment, subject to approval as to form by the General Counsel.

Attachments: Draft Amendment to Contract with Glass & Associates