

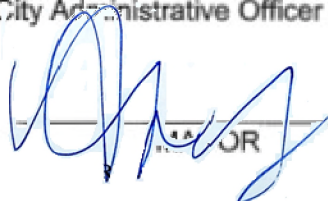
0150-10588-0001

TRANSMITTAL

TO The Council The City Attorney	DATE 11/23/16	COUNCIL FILE NO. 16-0200
FROM The Mayor	COUNCIL DISTRICT Citywide	

**Proposed Second Amendment to Contract No. C-122003 with NBS to
Update the City Planning Department's Fee Structure**

Approved and transmitted for further processing.
See the City Administrative Officer report attached.



MAYOR

(Ana Guerrero)

MAS:ACA:JLK:JST:02170069D

REPORT FROM

OFFICE OF THE CITY ADMINISTRATIVE OFFICER

Date: November 22, 2016

CAO File No. 0150-10588-0001

Council File No. 16-0200

Council District: Citywide

To: The Mayor

From: Miguel A. Santana, City Administrative Officer 

Reference: Department of City Planning report dated October 12, 2016; Received by the City Administrative Officer on October 19, 2016

Subject: **REQUEST TO EXECUTE A SECOND AMENDMENT TO CONTRACT NO. C-122003 WITH NBS TO UPDATE THE DEPARTMENT OF CITY PLANNING'S FEE STRUCTURE**

RECOMMENDATION

That the Council authorize the Director of the Department of City Planning (DCP), or designee, to execute a Second Amendment to Contract No. C-122003 with NBS to extend the contract term by 12 months, from April 10, 2017 through April 9, 2018, for a total contract term of April 10, 2013 through April 9, 2018, subject to the review and approval of the City Attorney as to form and compliance with the City's contracting requirements.

SUMMARY

The DCP requests approval to execute a Second Amendment to Contract No. C-122003 with NBS for the continued provision of professional services to analyze and update the Department's fee structure. Under Contract No. C-122003, NBS has been conducting an updated fee study to comprehensively review and evaluate the DCP's fee structure in an effort to achieve full or near full cost recovery for many of the services provided by the DCP. NBS is also reviewing and updating staffing information to reflect the Department's new workflow due to recent reorganization efforts. Approval of the Second Amendment will provide the additional time needed to complete this comprehensive fee study and allow NBS to model the DCP's recent reorganization to more accurately assess staffing and expenditure information.

Pursuant to Charter Section 1022, the Personnel Department Contract Review Report dated May 17, 2012 found that City employees do not have the expertise to perform the work planned for the contract; therefore, no additional determination was made relative to Charter Section 1022 by our Office. The contract was attested on April 10, 2013 for a compensation amount of \$90,000 for the period of April 10, 2013 through April 10, 2016. The First Amendment to Contract No. C-122003 amended the scope of work, extended the contract term by 12 months, for a revised contract period of performance of April 10, 2013 through April 10, 2017, and increased compensation by \$25,000, for a revised compensation total of \$115,000. By this Second Amendment, the period of performance of the contract will be extended for an additional 12

months through April 9, 2018.

FISCAL IMPACT STATEMENT

There will be no impact on the General Fund. The proposed Second Amendment to the Contract does not require any additional funding as it only extends the period of performance. The recommendation in this report is in compliance with the City's Financial Policies in that there is no additional cost to the City.

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