

County of Santa Clara

Board Contract Amendment Cover Sheet

This form is to be used for the execution of any amendments to existing Board Contracts which may be signed under the delegated signature authority of the Director of Procurement. Department to submit as part of the attachments for SAP Requisition.

Section I: GENERAL INFORMATION

Contractor Name: (As Displayed In SAP)	Metropolitan Planning Group DBA M-Group	Vendor Number (As Assigned in SAP)	1041604
Purchase Order Number:	4300022786		
Brief Description of Services:	Planning Consultant Services		
Agency/Department Name:	Department of Planning and Development	Department #:	260
Contract Monitor Name:	Jiahao (Rex) Xian	Email:	rex.xian@pln.sccgov.org

Section II: CONTRACT SUMMARY

Department must attach all contract documents in SAP for full review of contract history.

Contract Term:	Start Date:	02/08/2019	End Date:	02/08/2024		
			New Contract End Date (if changing with this Amendment):	12/31/2024		
Original/Amendment #:	Fiscal Year	Amount	New Contract Amount	Signature Authority	Date Approved	Legislative File # (if applicable)
Original Contract	FY 19	\$143,130.00		DOP	02/08/2019	
Amendment #: 1	FY 19	\$32,400.00	\$175,530.00	DOP	03/01/2019	95583
Amendment #: 2	FY 20	0.01	NA	DOP	06/03/2020	
Amendment #: 3	FY 21	\$51,830.00	\$227,360.00	DOP	09/02/2020	
Amendment #: 4	FY 21	NA	NA	DOP	06/03/2021	
Amendment #: 5	FY 22	\$99,060.00	\$326,420.00	DOP	03/29/2022	115509
Amendment #: 6	FY 23	0.02	NA	DOP	04/27/2023	115509
Comments:						
Please see page 2 for Amendment 7 - 9.						

Department Director's Signature

Signed and certified that this contract coversheet and pertinent contract documents have been reviewed and approved by the Department Director and OBA.

Print Name/Title:	See page 2		
Signature:	See page 2	Date:	

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			12/31/2024			
Original/Amendment #:	Fiscal Year	Amount	New Contract Amount	Signature Authority	Date Approved	Legislative File # (if applicable)
Original Contract	FY					
Amendment #: 7	FY 23	\$34,025.00	\$360,445	BOS	06/06/2023	115509
Amendment #: 8	FY 24	0.02	NA	DOP	12/27/2023	
Amendment #: 9	FY 24	0.02	NA	BOS		
Amendment #:	FY					
Amendment #:	FY					
Amendment #:	FY					
Comments:						

Department Director's Signature

Signed and certified that this contract coversheet and pertinent contract documents have been reviewed and approved by the Department Director and OBA.

Print Name/Title:	Jacqueline R. Onciano/Director of Planning and Development		
Signature:	<div style="border: 1px solid black; padding: 2px;"> <small>DocuSigned by:</small> <small>58D620AC52194DC...</small> </div>	Date:	1/31/2024

COUNTY OF SANTA CLARA – AMENDMENT TO SERVICE AGREEMENT**This is an amendment to an existing agreement**

Purchase Order Number:	4300022786	Amendment Number:	9	Effective Date (Will be the date executed by Authorized County Representative):	
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Maximum Financial Obligation (Prior to this Amendment):	\$ 360,445.00	Amended Maximum Financial Obligation (If dollar amount is changing):	\$ N/A
Current Agreement End Date:	02/08/2024	New Agreement End Date:	12/31/2024

For County Use Only – SAP

	Account Assignment	Plant Number	General Ledger (Expense Code)	Cost Center (Dept Code)	Amount	WBS (Capital Project Code)	Internal Order (“PCA” code – optional)
Line 1	H	0260	5800010	T0365	.02		999999
Line 2	Select						
Line 3	Select						
Line 4	Select						
Line 5	Select						

Parties to Agreement

Legal notices and invoices pertaining to this Agreement shall be sent to the appropriate contact person listed below. Notices shall be in writing and served either by personal delivery or sent by certified or registered mail, postage prepaid, addressed as follows. Notice shall be deemed effective on the date that the notice is personally delivered or, if mailed, three (3) days after deposit in the mail. Either party may designate a different person and/or address for the receipt of notices by sending written notice to the other party, which shall not require an amendment to this Agreement.

Contractor

Contractor Name (As Displayed In SAP):	Metropolitan Planning Group DBA M-Group
Contact Person:	Geoff Bradley
Street Address *:	51 E. Campbell Avenue #1247
City, State, Zip *:	Campbell, CA 95009
Telephone Number *:	(408) 340-5642 x 102
Email Address *:	gbradley@m-group.us
SCC Vendor Number (As Assigned In SAP):	1041604

* To be completed for Independent Contractors Only – DO NOT COMPLETE FOR DEPENDENT CONTRACTORS

COUNTY OF SANTA CLARA – AMENDMENT TO SERVICE AGREEMENT**This is an amendment to an existing agreement****County of Santa Clara**

Agency / Department:	Department of Planning and Development	Department Number: 260
Program Manager or Contract Monitor Name:	Robert Salisbury and Valerie Negrete	
Street Address:	70 W. Hedding Street, East Wing, 7th Floor	
City, State, Zip:	San José, CA 95110	
Telephone Number:	(408) 299-5787	
Fiscal Contact (Accounts Payable Contact):	Bhama Ashok	
Contract Preparer:	Jiahao (Rex) Xian	

Signatures

Amendment is not valid until signed by Contractor and the County Authorized Representative. The Agreement as amended constitutes the entire agreement of the parties concerning the subject matter herein and supersedes all prior oral and written agreements, representations and understandings concerning such subject matter. By signing below, signatory warrants and represents that he/she executed this Amendment in his/her authorized capacity, that he/she has the authority to bind the entity listed below to contractual obligations and that by his/her signature on this Amendment, the entity on behalf of which he/she acted, executed this Amendment.

Agency/Department Manager:	Jacqueline R. Onciano	DocuSigned by: <i>Jacqueline R. Onciano</i>	Date:	1/31/2024
Agency/Department Fiscal Officer:	Stewart Patri	DocuSigned by: <i>Stewart Patri</i>	Date:	1/31/2024
Contractor:	Geoff Bradley	DocuSigned by: <i>Geoff Bradley</i>	Date:	1/31/2024
County Authorized Representative: (Procurement Department, Board of Supervisors, or Delegated Authority)			Date:	
County Counsel: (Signature required when the Standard Provisions language (Section VI) is revised, or for IT Services pursuant to Board Policy 5.3.5.2 (4), or for Board approved contracts, or for contracts with Board delegated authority to agencies/departments.) <i>Please note: Attachments and exhibits that include additional terms and conditions, conflict with County standard provisions, or require risk assessment must be approved by County Counsel.</i>	Lizanne Reynolds	DocuSigned by: <i>Lizanne Reynolds</i>	Date:	1/30/2024
Office of the County Executive: (Signature required when Board approved contract by a Delegation of Authority)			Date:	
Attest: Curtis Boone Acting Clerk of the Board of Supervisors (Signature required when Board approved contract)			Date:	

COUNTY OF SANTA CLARA – AMENDMENT TO SERVICE AGREEMENT

This is an amendment to an existing agreement

Reason(s) for Amending the Service Agreement



Amend Term of Agreement

A term extension through December 31, 2024, is required to ensure the services provided by Metropolitan Planning Group (M-Group) cover the currently anticipated timeline for bringing the Environmental Impact Report and associated documents for the Z-Best project (County File No. 4300022786) to the Planning Commission, and if needed, the Board of Supervisors. See attachment H for the anticipated project timeline.

And see Attachment H as incorporated by this reference



Amend Contract Specifics

Note: A new Agreement should be created if the Scope of Services is significantly modified or expanded.

Or see Attachment _____ as incorporated by this reference



Amend Maximum Financial Obligation

A.	Maximum Financial Obligation prior to this Amendment: (Same as on page 1)	\$
B.	Amount of increase or decrease: (Explain below)	\$
C.	Revised Maximum Financial Obligation: (A +/- B will equal C)	\$

Explanation of increase / decrease (include new payment terms if applicable):

Or see Attachment _____ as incorporated by this reference

COUNTY OF SANTA CLARA – AMENDMENT TO SERVICE AGREEMENT
This is an amendment to an existing agreement

☐ Amend Standard Provisions

Or see Attachment _____ as incorporated by this reference
Or Section VI. Standard Provisions is replaced in its entirety by Attachment _____

☐ Other (please explain below)

Or see Attachment _____ as incorporated by this reference

Contract History

Total financial obligation from prior fiscal year(s):	\$ 360,445.00
Financial obligation in current fiscal year:	\$ 0
Cumulative total of all agreements with this Contractor within Budget Unit for same type of services (including this amendment):	\$ 360,445.00

Insurance



Insurance does not require changes



Insurance Exhibit is replaced by Exhibit ____ attached and incorporated by this reference.

ATTACHMENT H

Anticipated Project Timeline for the Z-Best Composting Facility

	2023	January 2024					February 2024				March 2024			
Week beginning		1	8	15	22	29	5	12	19	26	4	11	18	25
Planning Commission Staff Report														
Prepare draft report														
Planning staff review draft														
Prepare revised draft report														
Planning Manager reviews revised draft														
Prepare second draft report														
County Council Office reviews second draft														
Prepare final draft staff report														
Planning Director reviews														
Prepare final staff report														
CEQA														
Draft FOFSOC														
County Council Office reviews draft														
Prepare final FOFSOC														
Prepare and File NOD														
Public Hearing Notice - PC														
Prepare draft hearing notice														
Review draft Hearing Notice														
Prepare final hearing notice														
Send Notice to Newspaper														
Mail notice														
Planning Commission Hearing														
Prepare Draft PowerPoint Presentation														
Review draft presentation														
Prepare Final presentation														
Dry Run presentation														
Public Hearing														

	M-Group Work
	County Review/Action
	AECOM Work
	M-Group, AECOM & County

	April					May				June				July				
Week beginning	1	8	15	22	29	6	13	20	27	3	10	17	24	1	8	15	22	29
Board of Supervisors – Staff Report																		
End of appeal period																		
Prepare draft BOS report																		
Planning staff review draft																		
Prepare revised draft report																		
Planning Manager reviews revised draft																		
Prepare second draft report																		
County Council Office reviews second draft																		
Prepare final draft staff report																		
Planning Director reviews																		
Prepare final staff report																		
CAO reviews final staff report																		
BOS Hearing																		
Public Hearing Notice - BOS																		
Prepare draft hearing notice																		
Review draft Hearing Notice																		
Prepare final hearing notice																		
Send Notice to Newspaper																		
Mail notice																		