



MEMORANDUM

TO: Mayor and Council

FROM: Rolando Fernandez Jr., Capital Contracting Officer

DATE: October 10, 2019

SUBJECT: Clarification Memo for Item #21 – Amendment to agreement with HDR Engineering

The October 14, 2019 City Council agenda includes RCA item #21 for the Mayor and Council's consideration to authorize negotiation and execution of an amendment to the professional services agreement with HDR Engineering. The RCA below the line language notes:

This amendment is pending approval by the City's Change Control Committee. The Change Control Committee was established to comply with Council Resolution No. 20120126-048, which required the establishment of consistent criteria and process to evaluate contractual changes for all contracts administered by the Capital Contracting Office. The Change Control Committee is comprised of management-level subject matter experts.

I failed to update the Change Control Committee vote on the RCA before being published. The Change Control Committee approved this amendment.

Thank you.

xc: Spencer Cronk, City Manager
Nuria Rivera-Vandermyde, Deputy City Manager
Elaine Hart, Chief Financial Officer
Mike Trimble, Director Corridor Program Office
Jannette Goodall, City Clerk
Anne Morgan, City Attorney