



Contra
Costa
County

To: Board of Supervisors
From: Brian M. Balbas, Public Works Director/Chief Engineer
Date: December 11, 2018

Subject: Contract Amendment No. 3 with Francisco & Associates, Inc., Countywide.

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a Contract Amendment No. 3 with Francisco & Associates, Inc., to extend the term from December 31, 2018 to December 31, 2019, to change the contractor business address, and to amend the scope of services to continue providing pipeline franchise administration services with no change to the payment limit, Countywide. Project No.: Various

FISCAL IMPACT:

100% Pipeline Franchise Fees.

BACKGROUND:

The Public Works Department administers the countywide pipeline franchise agreements. Pipeline franchise agreements are approved by the Board of Supervisors and allow pipeline companies to install and maintain their pipelines in the County road right-of-way. Companies are required to agree to the terms and conditions of the County Pipeline

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **12/11/2018** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: Candace Andersen, District II
Supervisor
Diane Burgis, District III
Supervisor
Karen Mitchoff, District IV
Supervisor
Federal D. Glover, District V
Supervisor

ABSENT: John Gioia, District I
Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: December 11, 2018

David Twa, County Administrator and Clerk of the Board of Supervisors

By: Laura Cassell, Deputy

Contact: Carrie Ricci,
925-313-2235

cc:

Franchise Ordinance and provide insurance and performance bonds.

BACKGROUND: (CONT'D)

Francisco & Associates, Inc. will assist with the administration of the County's pipeline franchise agreements. This includes calculating the annual pipeline fee amounts and preparation of the invoices. Francisco & Associates, Inc. also assists with the preparation of pipeline maps and franchise agreements.

On January 1, 2014, the Purchasing Agent approved a contract with Francisco & Associates, Inc., with a payment limit not to exceed \$50,000, to provide pipeline franchise administration services.

On May 1, 2015, the Purchasing Agent approved contract Amendment No. 1 to increase the payment limit from \$50,000 to \$100,000, with no change to the original term to provide pipeline franchise administration services.

On November 15, 2016, the Board of Supervisors approved contract Amendment No. 2 to increase the payment limit from \$100,000 to \$125,000 and extend the term of the contract from December 31, 2016 to December 31, 2018.

Upon approving Amendment No. 3, starting January 1, 2019, Francisco & Associates, Inc. will continue to assist with the administration of the County's pipeline franchise agreements by adding to the scope of services and extending the term of the contract.

CONSEQUENCE OF NEGATIVE ACTION:

Without approval of this amendment, the Public Works Department will not have the assistance needed to administer pipeline franchises.