



DATE: June 25, 2019

CATEGORY: Consent

DEPT.: City Manager's Office

TITLE: **Amendment to Contract with
The Cadmus Group LLC**

RECOMMENDATION

Authorize the City Manager to amend the existing \$160,000 contract with The Cadmus Group LLC by \$15,000 for an amount not to exceed \$175,000 for additional tasks supporting the Environmental Sustainability Program Assessment and Strategic Plan.

BACKGROUND

On September 25, 2018, the City Council authorized the City Manager to enter into an agreement with The Cadmus Group LLC for \$160,000 to conduct an assessment of, and develop a strategic plan for, the City's Environmental Sustainability Program. This strategic plan was presented to the Council on April 30, 2019.

ANALYSIS

Due to changes in the project scope, which were approved by City staff, The Cadmus Group LLC incurred additional expenses in performing the following tasks:

Task A: Environmental Sustainability Program Assessment

- Cadmus provided a nine-page briefing document to help City staff prepare for a stakeholder workshop.

Task B: Environmental Sustainability Strategic Plan

- Cadmus supported the process of presenting project findings to the City Council and other City groups, adding three trips to Mountain View for presentations and events that were not in the initial project scope. Cadmus prepared materials for each of these meetings and presented or responded to questions.
 - January 8 – Presentation to the Environmental Sustainability Task Force 2 Steering Committee and other stakeholders.
 - April 1 – Presentation at the Council Environmental Sustainability Committee meeting.
 - April 30 – Presentation at the City Council Study Session.
- Cadmus subcontractors provided guidance to help the City establish a sustainability vision.
- Cadmus adjusted its timeline and copy editing process to incorporate additional rounds of City staff comments.

FISCAL IMPACT

There are sufficient funds in the Environmental Sustainability program budget to cover the additional \$15,000 in expenditures.

PUBLIC NOTICING – Agenda posting.

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