



MEMO TO: Finance, Administration, and Communications Committee of the Whole

FROM: Terry Marpert, Real Property Specialist

DATE: November 27, 2018

SUBJECT: **Contract Amendment, Contract Land Staff, LLC, Agreement Number 8258, November 1, 2016**

I. PURPOSE ☐ For Info Only ☐ Potential Agenda Item ☒ Scheduled for Council Action

II. RECOMMENDATION

Amend the contract with Contract Land Staff, LLC, to add \$75,000 to the budget and extend the contract to October 31, 2020. Place the amendment on the consent agenda for City Council action January 15, 2019.

III. DEPARTMENT CONTACTS

Malisa Files, Finance Director, 425-556-2166
Terry Marpert, AICP, Real Property Specialist, 425-556-2428

IV. DESCRIPTION/BACKGROUND

On November 1, 2016, the City signed a \$300,000 contract with Roland Resources, Inc., now Contract Land Staff, LLC (CLS), for on-call real property support services through October 31, 2018 (see Exhibit A, Scope of Work). Under this contract, CLS provides real estate/real property functions necessary to support, oversee, analyze, negotiate for and acquire real property interests on behalf of the City. This involves surplus utility properties, transportation capital projects, leases and licenses related to City-owned real property and the Microsoft expansion.

The purpose of this amendment is to add \$75,000 to the existing \$300,000 contract budget, and extend the contract period to October 31, 2020. The additional funding will pay for on-call real property consulting assistance related to the Microsoft Campus Refresh project. The City will be reimbursed by Microsoft for these services under a separate agreement.

A. Analysis The proposed contract amendment will add \$75,000 to the \$300,000 budget and extend the contract period by two years to October 31, 2020. The cost to the City for the amendment will be reimbursed by Microsoft. The contract will continue to be

managed by City staff and no additional staff resources will be necessary to complete work within the scope of the contract amendment.

V. TIME CONSTRAINTS

The City Council should approve the contract amendment as soon as possible to avoid any interruption in work covered by the scope of this contract.

VI. LIST OF ATTACHMENTS

Attachment A – Scope of Work