

**EXECUTIVE SUMMARY**

**Background**

On September 16, 2015, the District negotiated and entered into a contract with Atkins North America, Inc. (Atkins) to provide Program Manager – Cost and Program Control Services (CPCM) for the District’s SMART program. The original contract term was for a three-year period with the agreement allowing for extension of two additional one-year periods and, if needed, 180 days beyond the expiration date of the renewal period. The initial three-year period expires on September 16, 2018.

Atkins’ proposed volume of work for the initial three (3) year period was based on certain assumptions at the time of the RFP, which resulted in a Base Contract of \$6,456,073 for the initial three (3) year period. This included costs of \$417,375 for a project management software (e-Builder) that has been implemented for the SMART program and for future District project/program management.

This First Amendment is requesting a bifurcation into two periods of the first one (1) year renewal period to extend the initial term of the Agreement for a period of 45 days from September 17, 2018 through and including November 1, 2018.

The purpose of this 45-day initial extension is to allow staff to assess the organizational structure of Atkins to make sure the proposed staffing recommendations for the renewal year appropriately address the progress of the SMART Program.

Additionally, staff has evaluated Atkins over the past two years and wishes to formally incorporate the evaluation process into the Agreement.

It is the intent of staff to bring forth another Board item for approval prior to the expiration of this 45-day extension for the second renewal period from November 2, 2018 through and including September 17, 2019 at which time the proposed staffing recommendation, evaluation language, description of services, and proposed fee for the renewal period will be included.

This Amendment has been reviewed and approved as to form and legal content by the Office of the General Counsel.