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SALINAS
RICH IN LAND | RICH IN VALUES

CITY BUSINESS CONTRACT ROUTING FORM

Instructions: City business contracts, regardless of value, are to be routed through the originating Department, Finance Department for Purchasing policy compliance and signatory authorization review, City Attorneys' Office for legal evaluation as to the contract form, and the Mayor, City Manager, or authorized Department signatory for review and processing. This form standardizes that process and is to be used as the cover sheet to ensure the complete review by appropriate City staff.

Please route contract routing form and agreements electronically to Krystall@ci.salinas.ca.us until further notice

REQUESTING DEPARTMENT			
Department Name	Community Development		
Staff Member Responsible for Contract ("DSMR")	Jonathan Moore	**Tel#**	831 775 4247
Dept. Primary Point of Contact for Contracts ("DPPC")	—	**Tel#**	—

CONTRACTOR/VENDOR/COMPANY INFORMATION			
Contractor Name	PlaceWorks Inc	**Email**	snenck@placeworks.com
Contact Person	Steve Nenck	**Tel#**	510-848-3815
Address	1625 Shattuck Avenue, Suite 300		
City, State, Zip	Berkley, CA, 94709		

CONTRACT DESCRIPTION/INFORMATION				
Purpose of Contract (Brief description)	Amendment to extend termination date. Services for General Plan update.			
Term of Contract	**Start Date**	5/25/21	**End Date**	12/31/24 (currently 1/31/24)
Contract Amount	$ 1,148,351	**Account No**		
Type of Funding	☐ General Funds ☐ Grant Funds/Federal ☑ Grant Funds/State ☐ Restricted Funds ☐ Revenue Generating ☑ Other: Gen Plan Maintenance Fee			

Type of Contract (Check all that apply)		
	☐ Personal/Professional/Consultant	☐ Construction
	☑ Amendment/Renewal (extension)	☐ Goods/Materials and Devices
	☐ Contract for Workshop/Seminar	☐ Services - General
	☐ Non-Standard (Vendor-Generated template)	☐ Services - Repair &/or Maintenance
	☐ License / Lease / Use of Facility	☐ Memorandum of Understanding

Attachment Checklist (Check all that are attached)		
	☐ Request for Proposal (usually an attachment/exhibit to professional services contract) ☐ Bid Tabulation (Bid Opening results or Quotes received formal or informal) ☐ City Council Reso ☑ Original contract (Required for Routing Amendments or Renewals)	* Alternatively, if no attachment regarding purchasing process complete this section: ☐ Purchase of $30,000+ general purchases; PW Projects $100,000+, adjusted to index annually, or __ Informal Purchase quotes or bids obtained. 1) Vendor: _____ Quote: _____ 2) Vendor: _____ Quote: _____ 3) Vendor: _____ Quote: _____ __ Exception to Competitive Purchasing – Sole Source Form (attached) __ Exception to Competitive Purchasing – Cooperative Form (attached) (piggybacking not authorized under existing City Code)
	☐ Certificates of Insurance: ____GL ____Auto ___ WC __ Other: _____ ☐ Endorsements to Insurance __ General Liability Additional Insured __ Workers Comp Waiver of Subrogation	
	☐ Bonds __ Payment __ Performance	☐ Warranties __ Sample __ Actual

CERTIFICATION & APPROVALS

Requesting DSMR, DCPP, and Department Head each certify that he/she:
(1) has read the attached contract/agreement and that the requesting department will comply with all its requirements
(2) recognize that while Legal may review the contract from a legal and/or policy perspective, it is the requesting department's responsibility to ensure the business terms and specifications are sufficient and/or practical for departmental needs
(3) is responsible to monitor the contract for compliance, payment obligations, and to obtain effective evidence of insurance, and any required bonds at contract initiation.

	PRINT NAME	SIGNATURE	Date
Dept. Staff Member Responsible for Contract	Jonathan Moore		11/29/23
Dept. Primary Point of Contact for Contracts	–	–	–
Department Head	Lisa Belaton		11/30/23

FINANCE/PURCHASING REVIEWED FOR COMPLIANCE

☐ Reviewed for Compliance with City Purchasing Code and Policy ☐ Confirmed an authorized signer (title and name) is on contract	Selina Andrews	DocuSigned by: Selina Andrews DF0F4694345B403...	12/30/2023 | 11:52

LEGAL

Approved as to Form	DocuSigned by: Rhonda Combs 0B09AFA103304BC...	Rhonda Combs	12/19/2023 | 4:40

Comments respecting Contract being routed that may be helpful to reviews, notifications respecting non-approvals, and/or recommendations for additional City Departments to review (or attached memo):

Existing agreement expires 1/31/24. Need to extend to complete General Plan update and related documents.

Note: Please do not send the routing form or any comments or advice from the City Attorney's Office to any third parties/contractor(s) when negotiating or corresponding. Those communications may be attorney-client privileged, and by forwarding them, you could be waiving that protective privilege, and/or doing so could affect negotiations with a third party. **Further Note:** If contractor requests an originally executed contract two (2) contract originals must attached to the City Business Contract Routing Form of a two-party contract.

AGREEMENT —AMENDMENT NO. 2 TO AGREEMENT FOR PROFESSIONAL SERVICES BETWEEN THE CITY OF SALINAS AND PLACEWORKS, INC.

This Amendment No. 2 to the Agreement for Professional Services Between the City of Salinas and PlaceWorks, Inc. (the "Amendment") is entered into this ___ day of December 2023, by and between the City of Salinas (the "City") and PlaceWorks, Inc., (the "Consultant"). City and Consultant may be individually referred to herein as a "Party" and collectively the City and Consultant may be referred to as the "Parties."

RECITALS

WHEREAS, the City and Consultant first entered into an Agreement for Professional Services Between the Ctiy of Salinas and PlaceWorks, Inc., effective May 25, 2021, pursuant to which Consultant agreed to act as and provide certain services to the City related to components of its General Plan update for compensation (the "Agreement"); and

WHEREAS, the City and Consultant previously agreed to Amendment NO. 1, effective November 15, 2022, to increase the contract amount for additional services supporting the General Plan update; and

WHEREAS, the City and Contractor desire to amend the Agreement to extend the completion schedule from the original termination date of January 31, 2024, to allow more time to complete previously scoped work.

NOW, THEREFORE, in mutual consideration of the terms and conditions set forth below, the Parties agree as follows:

TERMS

1. The Agreement, Section 2, "Term; Completion Schedule" is amended to replace "shall terminate on January 31, 2024" with "shall terminate on December 31, 2024".

2. All other covenants, terms, and conditions set forth in the Agreement and not amended by this Amendment shall remain in full force and effect as if fully set forth herein.

IN WITNESS WHEREOF, the undersigned, as authorized representatives of the City and Contractor have entered into this Agreement as of the date first written above.

CITY OF SALINAS

DocuSigned by:
Jim Pia
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1/10/2024 | 9:38 AM PST

Jim Pia, Interim City Manager

APPROVED AS TO FORM:

DocuSigned by:
Rhonda Combs
0B09AFA103304BC...

□ Chris Callihan, City Attorney
x□ Rhonda Combs, Assistant City Attorney

PlaceWorks, Inc.

DocuSigned by:

Steve Noack

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1/10/2024 | 9:23 AM PST

Steve Noack, AICP
Principal, PlaceWorks