

CITY OF SANTA ROSA  
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL  
FROM: YURI KOSLEN, TRANSIT PLANNER  
TRANSPORTATION AND PUBLIC WORKS DEPARTMENT  
SUBJECT: FIFTH AMENDMENT TO PROFESSIONAL SERVICES  
AGREEMENT NUMBER F001275 WITH NWC PARTNERS INC.  
FOR GRANTS MANAGEMENT SUPPORT

AGENDA ACTION: RESOLUTION

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RECOMMENDATION

It is recommended by the Transportation and Public Works Department that the Council, by resolution, approve a Fifth Amendment to Professional Services Agreement Number F001275 with NWC Partners Inc., of Kensington, California for grants management support through June 30, 2028, increasing contractor rates, and increasing compensation in the amount of \$100,000, for a total amount not to exceed amount of \$199,258.

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EXECUTIVE SUMMARY

This on-call professional services contract with NWC Partners supports the Transit Division in managing the federal and state grants that fund the Transit Enterprise, conducting long-range financial analysis, and completing required regulatory compliance-related activities on an as-needed basis.

BACKGROUND

NWC Partners is a woman-owned small business specializing in financial planning and analysis, capital planning, regulatory compliance, and grants management for the public transit industry. In September 2016 the Deputy City Manager approved Professional Services Agreement Number F001275 with NWC Partners Inc. for grants management, federal grant compliance, financial analysis and other ongoing grant and planning-related support. The PSA was originally for a term of three months in the amount of \$69,258 with the option to extend upon mutual agreement. The First Amendment, approved by the Director of Transportation and Public Works in January 2017 extended the term of the Agreement through December 2017. The Second Amendment, approved by the Deputy City Manager in December 2017 extended the term of the Agreement through December 2019 and increase compensation in the amount of

\$30,000. The Third Amendment, approved by the City Manager, in October 2019 amended the contractor rate of pay and extended the term of the Agreement through June 2021. The Fourth Amendment, approved by the City Manager, in June 2022 amended the contractor's rate of pay, extended the term of the Agreement through December 2022, and added Section 20 to the PSA regarding Counterparts and Electronic Signatures.

NWC Partners has been an important asset to the Transit Division over the past six years by providing staff augmentation and technical assistance on an as-needed basis, conducting such tasks as reviewing grant files, advising in grants management and compliance best practices, assisting with grant drawdown documentation, and reviewing and advising on financial models and methodologies, revenue forecasts, capital plan updates, and bus replacement planning.

#### PRIOR CITY COUNCIL REVIEW

Not applicable.

#### ANALYSIS

NWC Partners Inc., has agreed to extend the current agreement with an 10% overall increase in the hourly rate for services. The consumer price index for San Francisco-Oakland-Hayward, CA shows an 8.5% increase from July 2021 to July 2022. Based on this information, staff finds that the proposed 10% increase fair and reasonable.

Given the continued challenges of pandemic recovery, financing transit fleet electrification, and growing state and federal grant opportunities and compliance requirements, the Transit Division seeks Council approval to extend the contract through June 2028 and increase the contract funds by \$100,000 to a not-to-exceed dollar amount of \$199,258.

With approval of the Fifth Amendment, the cumulative amount of PSA Number F001275 will be \$199,258.

#### FISCAL IMPACT

This action has no impact on the General Fund. Funds for this expense have been allocated from state Transportation Development Act funds in the Fiscal Year 2022-23 Transit Division budget and will be included in future budgets presented to Council.

#### ENVIRONMENTAL IMPACT

This action is exempt from the California Environmental Quality Act (CEQA) because it is not a project which has a potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the

environment, pursuant to CEQA Guidelines Section 15378.

BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not applicable.

NOTIFICATION

Not applicable.

ATTACHMENTS

- Resolution
- Exhibit A –Fifth Amendment to Professional Services Agreement Number F001275 with NWC Partners Inc.

CONTACT

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