

AGENDA ITEM 1 G  
Consent Item

**MEMORANDUM**

**DATE:** March 7, 2024

**TO:** El Dorado County Transit Authority

**FROM:** Brian James, Executive Director

**SUBJECT:** Amendment of the Professional Services Agreement with Feild & Associates

**REQUESTED ACTION:**  
**BY MOTION,**

1. **Authorize Amendment of the Professional Services Agreement between the El Dorado County Transit Authority and Feild & Associates**
2. **Approve Purchase Order No. B29165 issued to Feild & Associates in the amount of \$50,000 for Capital Improvement Project Management**

**BACKGROUND**

Feild & Associates provides project management or construction management related services for the El Dorado County Transit Authority (El Dorado Transit) including analyzing Capital Improvement Project costs and budgets, coordinating the services of architects or engineers, acquiring any regulatory permits for the projects, obtaining quotes for work or conducting bid openings for formal bid projects, and monitoring of contractor activities. They also provide studies and reports of investigations related to Capital Improvement Projects, as well as various reviews and recommendations related to the placement of conditions of approval by the County of El Dorado and City of Placerville for development project applications.

**DISCUSSION**

As a result of ongoing Capital Improvement Projects including the Bass Lake Road Park and Ride, overflow parking at the El Dorado Hills Park and Ride, bus parking lot improvements, and the replacement of the swamp coolers in the Maintenance Shop, the established Professional Services Agreement (PSA) amount of \$24,000 will not be sufficient for Feild & Associates to complete their assigned tasks.

With the requested action, staff is seeking approval to execute the attached professional services agreement amendment with Feild & Associates, pending final approval as to form by legal

counsel. In addition, the requested actions will approve Purchase Order No. B29165 in the amount of \$50,000 and grant the Executive Director minor change order authority.

**FISCAL IMPACT**

The requested action is for contracting authority of \$50,000 for professional project and construction management related services with Feild and Associates. Adjustments were incorporated during the mid-year budget process.

**EL DORADO COUNTY TRANSIT AUTHORITY**

**AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT  
with FEILD & ASSOCIATES for CONSTRUCTION RELATED CONSULTING**

This Amendment of the Professional Services Agreement (PSA) between the El Dorado County Transit Authority, hereinafter referred to as “**El Dorado Transit**”, and Feild & Associates, hereinafter referred to as “**Consultant**”, effective from July 1, 2023 to June 30, 2024, is now Amended as follows effective April 1, 2024.

WHEREAS, the PSA between the Parties dated July 1, 2023, is set to expire on June 30, 2024;

WHEREAS, the July 1, 2023 PSA provides that compensation to Consultant is on a reimbursement basis up to \$24,000.00;

WHEREAS, the Parties anticipate that the **Consultant’s** work on **El Dorado Transit’s** Capital Improvement Plan (CIP) projects would result in reimbursable amounts to **Consultant** exceeding the Compensation limits described in the July 1, 2023 PSA.

**El Dorado Transit** and **Consultant** hereby agree to the July 1, 2023 PSA is amended as follows. All other Terms and Conditions of the current PSA shall remain in full force and effect unless amended in writing by both Consultant and El Dorado Transit.

**SECTION 6 - COMPENSATION**

For services performed pursuant to this Agreement, EL DORADO TRANSIT agrees to pay and CONSULTANT agrees to accept as payment in full, all identified project costs on a cost reimbursement basis up to fifty thousand dollars (\$50,000.00) maximum amount.

IN WITNESS WHEREOF, the parties hereto have made and executed this Amendment the day and year first written above.

**EL DORADO TRANSIT:**

**CONSULTANT:**

\_\_\_\_\_  
Brian James, Executive Director

\_\_\_\_\_  
Peter M. Feild, Owner

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Michael Tucker, Legal Counsel for El Dorado County Transit Authority

**EL DORADO COUNTY TRANSIT AUTHORITY**  
**6565 COMMERCE WAY**  
**DIAMOND SPRINGS, CA 95619-9454**  
**(530) 642-5383**

**REVISED 3/7/24**

**PURCHASE ORDER NO. B29165**

THIS NUMBER MUST APPEAR ON ALL INVOICES,  
 PACKING LISTS, PACKAGES, AND BILLS OF LADING.

**DATE: 07/01/23**

ACCOUNT: 5030                      CLASS: 125

TO: FEILD & ASSOCIATES  
 PO BOX 168  
 MENDOCINO, CA 95460

SHIP & INVOICE TO:  
**EL DORADO COUNTY TRANSIT AUTHORITY**  
**6565 COMMERCE WAY**  
**DIAMOND SPRINGS, CA 95619-9454**

Contact: Pete Feild

Vendor Phone No: (707) 937-3559

Fax No: N/A

PROMISED DELIVERY DATE		TERMS: NET 30		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		CONSTRUCTION RELATED CONSULTING AS DESCRIBED IN EXHIBIT "A" FOR FISCAL YEAR 07/01/23 THROUGH 06/30/24		NOT TO EXCEED \$50,000.00
I hereby certify that this purchase order is in accordance with procedures in the purchase manual governing of such items for El Dorado County Transit Authority.			<b>SUBTOTAL</b>	\$50,000.00
			<b>SHIPPING</b>	
			<b>SALES TAX</b>	
			<b>TOTAL</b>	NTE \$50,000.00
<b>PURCHASING AGENT</b>				

**PLEASE NOTE CONDITIONS ON REVERSE SIDE**

"This Purchase Order expressly limits acceptance to the terms and conditions stated herein, set forth on the reverse side and any supplementary or additional terms and conditions annexed hereto or incorporated herein by reference. Any additional or different terms and conditions proposed by seller are objected to and hereby rejected."