



CONTRACT/AGREEMENT APPROVAL FORM

Date: 4/13/21
Name of Contract/Agreement: General Plan Update
Originating Department/Responsible Person, ext.: City Manager/Lisa Costa Sanders
Vendor: Raimi & Associates
Routing Instructions: CA - CM - CC - PLN

TYPE OF CONTRACT: Professional Services

Have there been any changes to the Contract Template? No Yes

CONTRACT AMOUNTS: Specified Amount(s) indicated below

Table with columns: DATE, AMOUNT, DATE, AMOUNT. Rows include Original, 1st Amendment, 2nd Amendment, 3rd Amendment, 4th Amendment, and TOTAL (3,439,905.00).

APPROVAL AUTHORITY: Council

INSURANCE REQUIREMENTS: Waivers requested No Yes (If Yes, Route to Risk Manager for signature first)

BUDGETARY: Included in Budget (Simpler report attached showing amounts)

Table with columns: Amount, Project String, Accounting String. Values include 051902-210-500 and 100-05110-5005.

ATTACHMENTS: Agreement and all Exhibits Resolution (all contracts over \$150k) SIR Questionnaire Certificate of Insurance, naming City of South San Francisco as an Additional Insured

DEPARTMENT HEAD ACKNOWLEDGEMENT: The contract, amendments, exhibits, insurance requirements/waivers and attachments have been reviewed and included.

RISK MANAGER APPROVAL OF INSURANCE WAIVER: DocuSigned by: Claire Lai

CITY ATTORNEY APPROVAL OF ENTIRE AGREEMENT: Comments:

Approval of Agreement Approval of Insurance Add Agreement to Contract Tracker

ASSISTANT CITY MANAGER'S APPROVAL: DocuSigned by: Mike Futrell City Manager on behalf of Council

FINAL APPROVAL: CITY CLERK: Please attest, keep a copy for your files, and return to Originating Department Please upload to Laserfiche and return to Originating Department

COPY SENT TO VENDOR:

**SECOND AMENDMENT TO THE AGREEMENT BETWEEN THE CITY OF
SOUTH SAN FRANCISCO AND RAIMI + ASSOCIATES**

THIS SECOND AMENDMENT TO THE CONSULTING SERVICES AGREEMENT is made at South San Francisco, California, as of March 10, 2021 by and between THE CITY OF SOUTH SAN FRANCISCO (“City”), a municipal corporation, and Raimi + Associates (“Contractor”), (sometimes referred together as the “Parties”) who agree as follows:

RECITALS

- A. On March 27, 2019, City and Contractor entered into a certain Consulting Services Agreement (“Agreement”) whereby Contractor agreed to prepare the General Plan update, Zoning Code Update and Environmental Impact Report project, including an update to the Climate Action Plan, Form Based Code section of the Zoning Ordinance Update plus a ten percent contingency. A true and correct copy of the Agreement and its exhibits is attached as Exhibit A.
- B. The First Amendment to the Agreement was made on July 31, 2020 for professional staff assistance with the Commission on Racial and Social Equity. A true and correct copy of the First Amendment and its exhibits is attached as Exhibit B.
- C. City and Contractor now desire to further amend the Agreement.

NOW, THEREFORE, for and in consideration of the promises and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, City and Contractor hereby agree as follows:

- 1. All terms which are defined in the Agreement shall have the same meaning when used in this Amendment, unless specifically provided herein to the contrary.
- 2. Section 1. Term. The end date for the term of services identified in Section 1 of the Agreement is hereby replaced with September 30, 2022.
- 3. Section 2. This section of the Agreement shall be amended such that the City agrees to pay Contractor an additional sum of \$629,762 for the work outlined in Exhibit C.

Contractor agrees this is the City’s total contribution for payment of costs under the Agreement unless additional payments are authorized in accordance with the terms of the Agreement and said terms of payment are mutually agreed to by and between the parties in writing.

All other terms, conditions and provisions in the Agreement remain in full force and effect. If there is a conflict between the terms of this Amendment and the Agreement, the terms of the Agreement will control unless specifically modified by this Amendment.

[SIGNATURES ON THE FOLLOWING PAGE]

Dated: _____

CITY OF SOUTH SAN FRANCISCO

CONTRACTOR

DocuSigned by:
Mike Futrell
By: _____
6852134787CA4DB
Mike Futrell, City Manager

By: *[Signature]*

Matthew Raimi, Raimi + Associates

Approved as to Form:

DocuSigned by:
Claire Lai
By: _____
951A804F45D4469...
City Attorney

DocuSigned by:
Cindy Avila
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Exhibit C
Second Amendment Scope of Work

February 26, 2021

City of South San Francisco General Plan Update

To: Lisa Costa Sanders, City of South San Francisco
 From: Eric Yurkovich, Raimi + Associates
 Project: South San Francisco General Plan, Zoning Code, and Environmental Impact Report Update
 (R+A Project Number 19013)

As requested, this **revised** memorandum summarizes a series of amended and additional tasks for the General Plan, Zoning Code, and Environmental Impact Report Update (Prime Agreement dated March 27, 2019) for review and discussion. Please do not hesitate to let us know if you have any questions.

Task	Estimated Budget
Design Studies	
Design Studies for East of 101 and Lindenville	\$25,516
Zoning Code	
Zoning Code Amendment	\$23,730
Zoning District Mapping	\$7,875
Additional Transect Zones (per zone, budget assumes two add'l zones)	\$5,250
Detailed Objective Design Standards	\$21,441
Additional Workshop/Study Session	\$7,560
Design Guidelines	\$21,441
Transportation Analysis	
C/CAG + Sub Area Model Refinements	\$27,300
East of 101 Trip Cap	\$47,250
TDM Ordinance Update	\$47,250
TIA Guidelines	\$54,600
Updated Version of the City of South San Francisco's Historic Preservation Survey	
Updated Historic Preservation Survey	\$88,554
Fiscal and Financial Feasibility Analysis	
White Paper and Ongoing Consultation Regarding Economic Opportunities and Economic Development Policy Considerations	\$53,340
Fiscal Impact Analysis of Preferred Alternative	\$3,518
Commercial and Industrial Financial Feasibility and Community Benefits Analysis	\$37,844



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Residential Development Feasibility Analysis	\$20,939
Assessment of Relative Barriers and Opportunities for Residential Versus Commercial Development	\$19,824
Community Engagement	
Community Advisory Committee Meetings (up to 5)	\$14,420
Policy Framework Meetings (up to 10)	\$50,876
Translation and Interpretation Services	\$15,000
Additional Project Management	
Weekly Check-In Calls	\$25,462
Total Requested Amendments	\$629,762

Design Studies Scope of Work

- **Design Studies for East of 101 and Lindenville (new task).** Raimi + Associates, in consultation with Fehr & Peers, will develop up to 2 concept plans for Lindenville (focused around Colma Creek) and for East of 101 (focused around the Caltrain Station). These design concepts will focus on possible visions for key development opportunity sites, particularly housing sites; connectivity and mobility improvements; parks and open space; and adjacencies to industrial sites and areas at risk to flooding. The intent of these concepts is to enable long-term creative thinking to help refine housing sites, development standards, and development prototypes. The concepts will be depicted in both plan view and via highly-compelling 3D simulations.

Zoning Code Scope of Work

A full scope of work and budget is attached. The following are amendments to the original scope of work (bullet #1) and the remainder are optional tasks.

- **Zoning Code Amendment (new task).** LWC will prepare an Admin Draft Zoning Code for review by City staff. This additional work will include: one additional day of stakeholder interviews, preparation of an administrative draft zoning code, and an additional staff review meeting and form-based code testing.
- **Zoning District Mapping (new task).** Raimi + Associates would convert Adobe Illustrator maps to ArcGIS shapefiles and create production quality maps.
- **Additional Transect Zones (new task).** LWC will prepare transect zones beyond the five transect zones anticipated in Task 9.3.1.
- **Detailed Objective Design Standards (new task).** LWC will prepare detailed objective architectural design standards for residential, non-residential, and mixed-use development. The standards are intended to apply to building design in the form-based areas and use-based area and may address building placement, upper-story step-backs, size and bulk, building articulation, pedestrian-scaled design, building materials, building colors, and on-site circulation and access.
- **Additional Workshop/Study Session (new task).** LWC will prepare for and facilitate additional workshop(s)/study session(s) beyond those identified in this scope.
- **Design Guidelines (new task).** LWC will prepare a set of illustrated design guidelines to assist applicants, designers, and design reviewers in the interpretation of zoning

requirements; facilitate understanding of community design expectations; encourage creativity; and lead to harmonious and context-sensitive design. Design guidelines are subjective in nature and recommendations only, intended to support design conversations regarding best design practices and complement required development and design standards. Design guidelines will serve a basis for discretionary review as well as a general resource that communicates the community's expectations for all design.

Transportation Analysis Scope of Work

- **Task 3.12: Citywide Sub-Area Model (amended task).** C/CAG + Sub Area Model development and analysis required a higher level of effort than was anticipated in the original scope of work. This task will be amended to reflect Fehr & Peers (F&P) additional coordination and effort to coordinate with C/CAG and VTA staff to keep model up to date with latest county updates, troubleshoot application of raw C/CAG model files in South San Francisco, refine preferred circulation network for input into preferred land use model run, and refine residential and employment inputs by TAZ for land use alternatives travel demand model runs.
- **East of 101 Trip Cap (new task).** F&P will calculate East of 101 trip generation estimates and potential range of reductions for the preferred general plan alternative; complete review of trip cap implementation in other communities; develop performance-based metric options, targets, monitoring methods, and penalties; coordinate 3-4 meetings with a technical working group of City staff. F&P will review draft ordinance language prepared by City staff to implement trip cap
- **TDM Ordinance Update (new task).** F&P will audit local effectiveness of various TDM measures against county baseline, develop an ordinance framework, which would include a measure point system and requirements based on land use context, and establish nexus with VMT analysis and mitigations. F&P will develop templates for TDM Plans and monitoring reports and establish a system for administering penalties and clarify projects that are eligible for penalty funds. F&P will draft text for updated TDM ordinance.
- **TIA Guidelines (new task).** F&P will provide guidance for new VMT analysis for CEQA assessments as a result of SB 743. This will include:
 - Preparing VMT screening maps by TAZ
 - Outlining revised approach for Level of Service (LOS) application to different project types
 - Developing high-injury network (HIN) using collision history and define role of HIN within ordinance and within TIA guidelines
 - Presenting transportation analysis process in a visually simple format (such as a flowchart) that is accessible to a variety of audiences

Fiscal and Financial Feasibility Analysis Scope of Work

- **White Paper and Ongoing Consultation Regarding Economic Opportunities and Economic Development Policy Considerations (new task).** Strategic Economics will prepare a white paper describing South San Francisco's future opportunities for economic growth—including the potential for economic diversification—and will provide guidance for how the General Plan's economic policies can support and respond to those opportunities. The white paper will incorporate consideration of any tradeoffs associated with focusing the City's economic development efforts on the industries identified in the analyses described below and will discuss implications for land use and infrastructure investment in South

San Francisco. The white paper will primarily focus on specific industries and topics of concern noted by South San Francisco staff, including the following:

Additional economic analysis to identify specific growth opportunities by industry sub-sectors, to create a more targeted vision for the City's future economy, and to recommend economic development policies to support this vision.

- Opportunities to leverage the existing biotechnology industry to expand a cluster of related/supporting businesses.
- Analysis of the future of the City's hospitality industry, and actions to support hotel performance and reinvestment (including potential investments in infrastructure and the South San Francisco Conference Center, and efforts to cultivate and promote local attractions such as Downtown South San Francisco).
- Guidance on the future of South San Francisco's industrial buildings and properties, including opportunities to retain existing businesses—such as food manufacturing—and insights into potential future users of these properties such as advanced manufacturing and R&D uses.
- Recommendations for a retail strategy, based on evolution of the retail industry and its space and location preferences.

Strategic Economics will investigate these topics through a series of analyses that clarify the influence of each industry's potential based on general trends for that industry, relationships between wages / housing costs / real estate market pressures and considerations (e.g., highest and best use of sites, pressure to consolidate sites, compatibility of existing buildings with particular uses), location and infrastructure considerations (e.g., transportation access and reinvestment in the public realm), broader trends like automation and the evolution of retail, and community desires for equitable and inclusive growth as expressed through the General Plan's community outreach process. These analyses will recognize that a key challenge for sustaining business activity is not necessarily one of declining demand for buildings or space, but instead more about the tensions between property owners' goals to leverage their property values based on their "highest and best use" versus community goals that could constrain these values by restricting use.

The analyses will employ several different quantitative and qualitative techniques. The economic analysis will include additional shift-share and location quotient analyses of the sub-sector employment data previously assembled for the General Plan existing conditions report, as well as available industry projections and resources describing likely growth by industry in the Bay Area. As needed, Strategic Economics will also conduct interviews with businesses in targeted sectors, primarily through a series of focus groups convened by City staff; these interviews will be especially relevant for industries in which a handful of larger employers constitute a large share of jobs, such as in food manufacturing. Strategic Economics will also review relevant reports regarding both the future of the Bay Area economy as a whole and industry-specific reports. Additional interviews may be conducted with local real estate brokers and industry specialists as needed.

Based on the results of these analyses, Strategic Economics will identify industry sectors (in addition to the specific sectors noted above) that are poised for growth or could be sustained in South San Francisco through public policy and investment decisions. Strategic Economics will then examine the full array of public investment and policy decisions necessary or appropriate to support businesses in the targeted industry sectors. This will include not just traditional economic development actions implemented by the City, but also consideration of infrastructure and facility investments. Strategic Economics will also provide location-specific guidance (at a subarea level, such as Lindenville or East of 101 South of Grand) regarding the likely evolution of demand from users in different industry sectors and likely real estate investment outcomes.

- **Fiscal Impact Analysis of Preferred Alternative (new task).** Strategic Economics will calculate the changes in South San Francisco’s General Fund revenues and expenditures associated with the preferred General Plan land use alternative. This will be accomplished by updating and revising the fiscal impact analysis model previously created to analyze the three land use alternatives, including communication with the Fire Department to verify new service costs associated with the preferred alternative. Strategic Economics will produce a final memorandum describing the results.
- **Commercial and Industrial Financial Feasibility and Community Benefits Analysis (new task).** Strategic Economics will examine the financial potential for specific commercial and industrial product types to provide community benefits contributions to the City of South San Francisco based on the difference between “base” floor area ratio (FAR) prototypes and “bonus” FAR prototypes. Strategic Economics will also provide guidance on potential policy approaches and mechanisms to enable and incentivize contributions from development to support community needs. This work will be accomplished through the work described below.

Strategic Economics will build static pro forma models that will test the financial feasibility of up to three prototype development projects at a “base” FAR and at up to two tiers of “bonus” FAR to measure the value associated with the additional FAR. This calculation will form the basis for considering a potential bonus FAR fee or other equivalent contribution for projects seeking additional density. Examples of prototype projects could include a biotech/R&D building, traditional office building, and a logistics/industrial building. Raimi+Associates will develop and provide the development prototypes in consultation with City staff and Strategic Economics, based, to the extent possible, on actual recent development projects in and near South San Francisco. The pro forma model will be populated with up-to-date inputs including the following:

- **Market Values:** Strategic Economics will conduct targeted market research and interview brokers to obtain current information on rents/values for comparable buildings for modeling the base projects, as well as the market value of commercially/industrially zoned land in South San Francisco and San Mateo County.
- **Development costs:** Strategic Economics will interview real estate professionals (developers, contractors, architects, etc.) with recent or current projects in South San Francisco, San Mateo County, and/or San Francisco to verify appropriate construction cost assumptions. Cost estimates of city permits and fees will be reviewed with Planning staff.

Using land value estimates and rates of return that are consistent with current market expectations, Strategic Economics will determine the financial feasibility of each prototype and measure the net value difference between the base projects and the bonus FAR projects. This value differential represents the maximum “community benefits” or other supportable financial contribution that could potentially be generated from the bonus FAR projects. Strategic Economics will prepare a summary of findings of the analysis and discuss the results and possible next steps with City staff in a conference call. As budget allows, Strategic Economics will continue working with City staff and the Raimi+Associates team to provide input on potential community benefits or alternative funding strategies and next steps in developing appropriate policy.

Strategic Economics will submit an administrative draft memorandum that will provide the City with the results of the community benefits analysis and a brief overview of potential options for obtaining and incentivizing community benefits or other funding contributions from the tested development project types. Depending on City direction and ongoing policy discussions, the memo may include preliminary recommendations for a potential community benefits strategy in South San Francisco, which may include considerations such as appropriate base and bonus FAR thresholds, types of desired benefits and district improvements that could be funded, mechanisms for determining exchange value, and the advantages and disadvantages of implementation.

Strategic Economics will make any required edits or clarifications to the administrative draft memorandum report based on comments from City staff and deliver a final memorandum. Strategic Economics will also revise the General Plan Economic Development Element, as appropriate, to incorporate any new related policy language. *Deliverables: Draft and Final memoranda; incorporation of new policies into the General Plan Economic Development Element, as appropriate*

- **Residential Development Feasibility Analysis (new task).** Strategic Economics will conduct a financial feasibility analysis to assess the potential to incentivize residential development in areas targeted for growth—such as near the South San Francisco Caltrain stations and parts of Lindenville—based on relative performance of different product types and an analysis of factors influencing the feasibility of residential development in South San Francisco. Strategic Economics will build static pro forma models that will test the financial feasibility of up to three residential prototype development projects, each representing different intensities of development. Raimi+Associates, in coordination with Strategic Economics and City staff, will create detailed development project prototypes representing recent and likely residential development projects in South San Francisco. Based on these prototypes, Strategic Economics will estimate construction costs and attainable revenues. These estimates will incorporate the results of interviews with real estate professionals (developers, contractors, architects, etc.) with recent or current projects in South San Francisco and San Mateo County. Cost estimates of city permits and fees will be reviewed with Planning staff, including assumptions regarding housing impact fees, inclusionary housing in-lieu fees, and verification of specific inclusionary housing requirements.

The static financial models for the three residential prototypes will be used to compare costs and capitalized project revenues to test sensitivity of the prototypes' financial feasibility to factors influencing construction costs and attainable revenues—such as reduced parking or fees, or differences in housing unit mix—based on impacts on the prototypes' supportable residual land values. Strategic Economics will prepare a summary of findings of the analysis and discuss the results and possible next steps with City staff in a conference call. As budget allows, Strategic Economics will continue working with City staff and the Raimi+Associates team to provide input on potential policy direction around adjustments to requirements for residential development.

Strategic Economics will submit an administrative draft memorandum that will provide the City with the results of the feasibility analysis. Strategic Economics will make any required edits or clarifications to the administrative draft memorandum report based on comments from City staff, and deliver a final memorandum. Deliverables: Draft and Final memoranda

Assessment of Relative Barriers and Opportunities for Residential Versus Commercial Development (new task). Strategic Economics will build static pro forma models to compare the relative financial feasibility of low- and high-FAR residential prototypes versus low- and high-FAR biotech/R&D prototypes and an industrial development prototype, all on an equivalent site that reflects typical conditions near South San Francisco's Caltrain station. Raimi + Associates will develop and provide the development prototypes in consultation with City staff and Strategic Economics and based, to the extent possible, on actual recent development projects in and near South San Francisco. Based on these prototypes, Strategic Economics will estimate construction costs and attainable revenues. These estimates will incorporate the results of interviews with real estate professionals (developers, contractors, architects, etc.) with recent or current projects in South San Francisco and San Mateo County. Cost estimates of city permits and fees will be reviewed with Planning staff, including assumptions regarding housing impact fees, inclusionary housing in-lieu fees, and verification of specific inclusionary housing requirements.

Strategic Economics will compare the prototypes' supportable residual land values to determine the relative feasibility of residential and biotech/R&D uses at the tested development intensities. Strategic Economics will share the results of the analysis with City staff. Based on direction from City staff, Strategic Economics may subsequently develop a summary of potential policy options for shifting the relative feasibility and development incentive for residential or biotech/R&D uses.

Strategic Economics will also interview housing developers and biotech/R&D and industrial developers who are active in South San Francisco and San Mateo County to specifically describe the factors that improve or diminish the feasibility of housing development, and to learn about the role of South San Francisco policies and requirements that could overcome barriers to building housing. Examples of such barriers could include factors such as impact

fees, inclusionary housing requirements, zoning and density rules, and parking requirements.

Strategic Economics will summarize the findings of the analysis and potential policy options in an administrative draft memorandum. Strategic Economics will make any required edits or clarifications to the administrative draft memorandum report based on comments from City staff, and will deliver a final memorandum. Based on direction from City staff, Strategic Economics may subsequently develop a summary of potential policy options for shifting the relative feasibility and development incentives for developers to pursue residential projects versus commercial and industrial projects.

Community Engagement Scope of Work

- **Task 2.4: CAC Meetings (amended task)** will be amended to include five additional CAC meetings with the Community Advisory Committee. All meetings are assumed to be virtual.
- **Task 2.7: Community Workshops (amended task)** will be amended to include ten additional policy focused meetings. This includes 7 topic-specific policy meetings (sustainability and greenhouse gas reduction; mobility; economic development and education; social equity and health; land use and placemaking; safety and climate hazards; parks and recreation) and 3 sub-area meetings (East of 101, Downtown, and Lindenville). All meetings will be virtual.
- **Translation and Interpretation (new task).** This item will be included to pay for community workshop materials and meeting interpretation.

Project Coordination Scope of Work

- **Task 10.2: Weekly Check-In Calls (amended task)** have required a significantly higher level of effort than was anticipated in the original scope of work. This amendment allows for the continued coordination of Raimi + Associates with City Staff. This will also allow for the continued update of the project work plan.



City of South San Francisco

P.O. Box 711 (City Hall,
400 Grand Avenue)
South San Francisco, CA

City Council

Resolution: RES 49-2021

File Number: 21-185

Enactment Number: RES 49-2021

RESOLUTION APPROVING A SECOND AMENDMENT TO THE CONSULTING SERVICES AGREEMENT WITH RAIMI + ASSOCIATES FOR ADDITIONAL WORK RELATING TO THE GENERAL PLAN UPDATE PROJECT IN AN ADDITIONAL AMOUNT NOT TO EXCEED \$629,762, AND AUTHORIZING AN ADDITIONAL PROJECT CONTINGENCY AMOUNT OF \$150,000.

WHEREAS, the City of South San Francisco (“City”) is currently undertaking the process to prepare a General Plan Update to its 1999 General Plan; and

WHEREAS, on March 27, 2019, through a competitive proposal process, the City selected Raimi + Associates as the consultant to assist the City with the General Plan Update, related zoning code amendments and environmental analysis preparation, and executed a Consulting Services Agreement (“Agreement”) for an initial amount of \$2,660,299; and

WHEREAS, on July 31, 2020, the City amended the Agreement with Raimi to include additional work relating to the Commission on Racial and Social Equity; and

WHEREAS, the additional work was proposed for a not-to-exceed amount of \$149,844, which was paid out of the project contingency funds; and

WHEREAS, the consultant team together with City staff have made substantial progress on the General Plan Update process, completing task items such as existing condition reports, community outreach meetings, and guiding land use alternatives; and

WHEREAS, at the February 24, 2021 City Council meeting, the Council directed staff to explore various options relating to Single Family uses for the General Plan Update, and staff anticipates additional work to take place in order to implement this Council direction; and

WHEREAS, staff recommends the Council approve a Second Amendment to the Agreement in the amount of additional \$629,762, and authorize an additional \$150,000 for the project’s contingency funds; and

WHEREAS, staff also recommends the Agreement be extended for six months from its original March 31, 2022 date to September 30, 2022.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of South San Francisco that the City Council hereby approves a Second Amendment to the Consulting Services Agreement with Raimi + Associates, a copy of which is attached hereto and incorporated as Exhibit A,

for the General Plan update in an additional amount of \$629,762.

BE IT FURTHER RESOLVED that the City Council hereby authorizes the City Manager to execute the amendment in substantially the same form as Exhibit A, subject to approval as to form by the City Attorney.

BE IT FURTHER RESOLVED that the City Council authorizes an additional \$150,000 for the project's contingency funds.

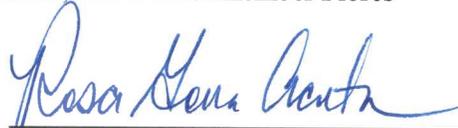
BE IT FURTHER RESOLVED that the City Council authorizes the City Manager to take any other related actions consistent with the intention of this resolution.

* * * * *

At a meeting of the City Council on 3/10/2021, a motion was made by Vice Mayor Nagales, seconded by Councilmember Nicolas, that this Resolution be approved. The motion passed.

Yes: 5 Mayor Addiego, Vice Mayor Nagales, Councilmember Nicolas, Councilmember Coleman, and Councilmember Flores

Attest by



Rosa Govea Acosta, City Clerk

Certificate Of Completion

Envelope Id: 64C07ADD2E0340CAAC5C47543BD6777B	Status: Completed
Subject: SSFGPU Contract Amendment	
Source Envelope:	
Document Pages: 110	Signatures: 5
Certificate Pages: 5	Initials: 0
AutoNav: Enabled	Stamps: 1
Envelopeld Stamping: Enabled	Envelope Originator:
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	Michele Clary
	329 Miller Ave
	South San Francisco, CA 94080
	michele.clary@ssf.net
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Signer Events

Claire Lai
Claire.Lai@ssf.net
Approved as to Form- City Attorney
Signing Group: City Attorney
Security Level: Email, Account Authentication (None)

Signature

DocuSigned by:

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Timestamp

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Electronic Record and Signature Disclosure:
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Mike Futrell
mike.futrell@ssf.net
City Manager
Security Level: Email, Account Authentication (None)

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Signature Adoption: Pre-selected Style
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Cindy Avila
cindy.avila@ssf.net
Assistant City Clerk
City of South San Francisco
Signing Group: City Clerk
Security Level: Email, Account Authentication (None)

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Signature Adoption: Pre-selected Style
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Electronic Record and Signature Disclosure:
Not Offered via DocuSign

In Person Signer Events

Signature

Timestamp

Editor Delivery Events

Status

Timestamp

Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	4/13/2021 12:07:27 PM
Certified Delivered	Security Checked	4/23/2021 11:54:27 AM
Signing Complete	Security Checked	4/23/2021 12:55:29 PM
Completed	Security Checked	4/23/2021 12:55:29 PM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, Carahsoft OBO City of South San Francisco (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

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You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: tony.barrera@ssf.net

To advise Carahsoft OBO City of South San Francisco of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at tony.barrera@ssf.net and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

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To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to tony.barrera@ssf.net and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

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