



AGREEMENT PACKET ROUTING FORM

REV080116

For City Manager's Office Only:

Contract No. _____

Resolution No. _____

Corporatate Child Care, Inc DBA Aquatic Park School

Consultant / Contractor / Vendor

Community Services

Department

ECDC Consultant

Pedro Jimenez

Project Name

Project Manager

CIP Number

EPW Number

Contract Amount To Date \$ 45,000.00

☒ Amendment Amount \$ 105,000.00

Total Amount \$ 150,000.00

This contract/agreement requires:

☐ City Manager Approval (\$0 - \$45,000)

☒ Agency Approval (over \$45,000)

City Council

Agency Body

September 20, 2016

Meeting Date

STEP 1: LEGAL & ADMINISTRATIVE REVIEW

BASIC PROCEDURE FOR PROCESSING (Administrative Instruction 104)

1. Project Manager submits contract/agreement to City Attorney's Office for "Approval As To Form". City Attorney's Office reviews and signs contract/agreement.
2. Contracts Compliance Officer checks which supporting documents are required by the City Attorney's Office and returns contract/agreement to Project Manager.
3. Project Manager submits agreements to Consultant/Contractor/Vendor for signature.
4. Project Manager compiles Agreement Packet and submits to Contracts Compliance Officer for processing for City Manager execution.

REQUIRED BY CAO	SUBMITTED WITH PACKET	REQUIRED FOR ALL AGREEMENTS
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Scope of Work or Bid Quote
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Consultant/Contractor/Vendor Signature (<i>outside agency agreements, City signs first</i>)
SUPPORTING DOCUMENTS		
BONDS		
<input type="checkbox"/>	<input type="checkbox"/>	Bid Bond
<input type="checkbox"/>	<input type="checkbox"/>	Payment Bond
<input type="checkbox"/>	<input type="checkbox"/>	Performance Bond
PROOF OF INSURANCE		
<input type="checkbox"/>	<input type="checkbox"/>	General Liability
<input type="checkbox"/>	<input type="checkbox"/>	Auto Insurance
<input type="checkbox"/>	<input type="checkbox"/>	Worker's Compensation or Waiver Clause
<input type="checkbox"/>	<input type="checkbox"/>	Professional Liability
OTHER DOCUMENTS		
<input type="checkbox"/>	<input type="checkbox"/>	FOR AMENDMENTS: Initial Contract/Agreement plus Previous Amendments
<input type="checkbox"/>	<input type="checkbox"/>	Fee Schedule
<input type="checkbox"/>	<input type="checkbox"/>	City Living Wages / Prevailing Wages
<input type="checkbox"/>	<input type="checkbox"/>	Sole Source Justification
<input type="checkbox"/>	<input type="checkbox"/>	Signed Resolution
<input type="checkbox"/>	<input type="checkbox"/>	Business License No. (DO NOT HANDWRITE)
<input type="checkbox"/>	<input type="checkbox"/>	Purchase Order Requisition Form

STEP 2: REVIEW BY CONTRACTS COMPLIANCE OFFICER

The Agreement Packet contains all documents as required by the City Attorney's Office. _____ (CCO initial)

STEP 3: EXECUTION BY CITY MANAGER

_____ (Date)

STEP 4: RETURNED TO PROJECT MANAGER

_____ (Date)

**FIRST AMENDMENT TO THE
PROFESSIONAL SERVICES AGREEMENT**

THIS FIRST AMENDMENT is effective as of this ____ day of _____, 20____, by and between **THE CITY OF EMERYVILLE**, a municipal corporation, ("City") and Corporate Child Care, Inc. DBA Aquatic Park School ("Consultant"), collectively referred to as the "Parties".

WITNESSETH THAT:

WHEREAS, City and Consultant entered into a Professional Services Agreement ("Agreement"), effective July 1, 2016, whereby Consultant will assist in conducting an organizational assessment the Emeryville Child Development Center; and

WHEREAS, the City wishes to amend the Agreement to include the Services; and

WHEREAS, the City finds that specialized knowledge, skills, and training are necessary to render the Services necessary to do the work contemplated under this First Amendment; and,

WHEREAS, the City has determined that the Consultant is qualified by training and experience to render such Services; and,

WHEREAS, the Consultant desires to provide such services and has submitted a proposal dated October 1, 2016, with the approved proposal attached and incorporated as Exhibit A; and

WHEREAS, the public interest will be served by this First Amendment; and

NOW, THEREFORE, the Parties hereto do mutually agree as follows:

1. Paragraph I.B. of the Agreement, "Scope of Services," is hereby amended to include the scope of services described in Attachment A.
2. Paragraph III.B of the Agreement, "Compensation and Method of Payment", is hereby amended to reflect payment based upon an hourly rate and to increase the total compensation under the Agreement of \$45,000 by \$105,000 for a total contract amount of \$150,000. The paragraph shall now read:

"One Hundred Fifty Thousand Dollars (\$150,000)".

FOR CITY USE ONLY			
Contract #:		CIP #:	
Reso. #:		EPW #:	

4. All other provisions of the Agreement shall remain in full force and effect and this First Amendment shall remain subject to said promises.

Approved as to form:



Michael A. Guina,
City Attorney

CITY OF EMERYVILLE

Dated: _____, 20__

Carolyn Lehr,
City Manager

CONSULTANT

Dated: _____, 20__

By: _____

Its: _____

Attachment A

Scope of Work

Aquatic Park Preschool

October 1, 2016-June 30, 2017

Aquatic Park Preschool will consult and oversee with staff at Emeryville Child Development Center (ECDC) and Community Services Department (CSD) as to best practices for high quality early care and education at the center. Consultants will be:

Susan Stevenson, Aquatic Park Preschool Owner Operator and any designees to operate the Center Monday -Friday from 9am -6pm. Any Designee shall be subject to City Approval and shall possess the following qualifications:

Possession of a Baccalaureate Degree from an accredited college or university in Early Childhood Development or related field with 12 semester units of Early Childhood Education or Child Development course work and three (3) units supervised field experience in an early childhood education setting. Experience and education required by the State of California to meet licensing requirements of a child development center. Experience as a Child Development Center Supervisor in a child development program.

Aquatic Park Preschool will make recommendations to implement improvements that will lead to more efficient and effective management of ECDC.

1. Provide an interim Manager (40 hours) to operate the center - Monday -Friday from 9am-6pm
2. Continue to evaluate staffing needs for the center
3. Continue to evaluate enrollment for the center
4. Continue to provide Professional Development trainings as needed
5. Continue to observe staff & classrooms.
6. Continue to give recommendations about issues related to state contract and licensing.

Contract Amount:

Not to exceed \$105,000/ \$11,666.66 per month

