

**AMENDMENT NO. 1 TO THE AGREEMENT
BETWEEN
THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY
AND
MIG, INC**

WHEREAS, the City/County Association of Governments of San Mateo County (hereinafter referred to as “C/CAG”) and MIG, Inc. (hereinafter referred as “Consultant”) are parties to an Agreement originally dated December 20th, 2023, for development of C/CAG’s inaugural Strategic Plan (the “Plan”); and

WHEREAS, the Agreement term included a completion date of September 31, 2024 and a total not-to-exceed amount of \$118,623; and

WHEREAS, due to the need for additional time to finalize the Plan and to allow for an extended public review period, the Consultant has requested additional time to complete the Project;

WHEREAS, C/CAG and Consultant desire to amend the Agreement as set forth herein.

IT IS HEREBY AGREED by C/CAG and Consultant that:

1. The term of the Agreement, as stated in Section 8. Contract Term/Termination, shall be revised to show an agreement end date of October 31, 2024.
2. The Project Schedule provided in Exhibit B to the Agreement, shall be deleted in its entirety, and replaced by the “Revised – Project Schedule”, attached hereto and hereby incorporated into the Agreement.
3. The Key Personnel Assignments provided in Exhibit C to the Agreement, “Key Personnel Assignments” shall be deleted in its entirety, and replaced by Exhibit C, “Revised – Key Personnel Assignments”, attached hereto and hereby incorporated into the Agreement.

Except as expressly amended herein, all other provisions of the Agreement shall remain in full force and effect. This amendment shall take effect upon the date of execution by both parties.

[The signatures of the authorized representatives, acknowledging and agreeing to the terms of this amendment, are provided on the following page.]

City/County Association of Governments
(C/CAG)

DocuSigned by:

Sean Charpentier

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Sean Charpentier, Executive Director

Date: 9/10/2024

MIG, Inc.
(Consultant)

DocuSigned by:

Daniel Iacofano

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Daniel Iacofano, Principal-in-Charge

Date: 9/9/2024

Approved as to form:

Signed by:

Melissa Andrikopoulos

ED936D8404994FE...

Melissa Andrikopoulos
Legal Counsel for C/CAG

Exhibit B

Project Budget and Schedule

REVISED – PROJECT SCHEDULE

Schedule of Work - Revised 08/19/24

		2023												2024														
Tasks/Subtasks		December		January				February				March				April				May				June				
		18	25	1	8	15	22	29	5	12	19	26	4	11	18	25	1	8	15	22	29	6	13	20	27	3	10	17
Task 1: Project Administration																												
1.a	Project Kick-Off Meeting																											
1.b	Project Management Meetings																											
1.c	Invoice Progress Reports																											
Task 2 - Background Review and Situation Analysis																												
2.a	Document and Data Review																											
2.b	SWOT Analysis																											
Task 3 - Draft Vision Statement, Strategic Priorities and Project List																												
3.a	Draft C/CAG Vision Statement																											
3.b	Final draft C/CAG Vision Statement																											
3.c	Draft C/CAG Strategic Priorities																											
3.d	Final draft C/CAG Strategic Priorities																											
Task 4 - Priority Setting Retreat with C/CAG Board of Directors																												
4.a	Stakeholder interviews																											
4.b	Draft Board of Directors survey																											
4.c	Final Board of Directors survey																											
4.d	Board workshop agenda and supporting materials																											
4.e	Post Board workshop summary																											
Task 5 - Development of Strategic Plan																												
5.a	Draft Strategic Plan																											
5.b	Staff Working Session																											
5.c	Final Draft Strategic Plan																											
5.d	Final Strategic Plan																											
Task 6 - C/CAG Board of Directors Work Session and Approval																												
6.a	Up to six presentations to C/CAG Standing Committees																											
6.b	Three presentations to C/CAG Board of Directors																											
Task 7 - As-needed Tasks (Optional)																												
A	Ad-Hoc Committee Meetings																											
B	Staff Action Plan Working Session																											
C	Community Focus Group																											

Schedule of Work - Revised 08/19/24

MIG Production
C/CAG Staff Review
Completed Deliverable

Tasks/Subtasks	24	July					August				September					October			
		1	8	15	22	29	5	12	19	26	2	9	16	23	30	7	14	21	28
Task 1 - Project Administration																			
1.a Project Kick-Off Meeting																			
1.b Project Management Meetings																			
1.c Invoice Progress Reports																			
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2.a Document and Data Review																			
2.b SWOT Analysis																			
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6.b Three presentations to C/CAG Board of Directors																			
Task 7 - As-needed Tasks (Optional)																			
A Ad-Hoc Committee Meetings																			
B Staff Action Plan Working Session																			
C Community Focus Group																			

Exhibit C

REVISED – KEY PERSONNEL ASSIGNMENTS

Hourly billing rates and staff for CONSULTANT and SUBCONSULTANT(S) are included below.

Name	Title	Hourly Rates
Daniel Iacofano	Principal-In-Charge	\$ 350
Rachel Bennett	Project Manager	\$ 195
Stephanie Pavon	Research Analyst	\$ 150
Maria Mayer	Project Associate	\$ 130
TBD	Designer	\$ 150