

**AMENDMENT NO. 1 TO THE AGREEMENT
BETWEEN
THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY
AND
TRANPO GROUP USA, INC.
FOR
PROFESSIONAL GRANT WRITING SUPPORT SERVICES**

WHEREAS, the City/County Association of Governments of San Mateo County (“C/CAG”) and Transpo Group USA, Inc. (“Consultant”) were parties to an Agreement dated January 16, 2026, specifying each Party’s obligations and responsibilities for professional grant writing support services (hereinafter referred to as the “Agreement”); and

WHEREAS, the Agreement provides that Consultant will provide professional grant writing support services for the term of January 16, 2026 to December 31, 2026, in an amount not to exceed \$49,000; and

WHEREAS, C/CAG desires to add \$50,000 to the Agreement for a new not-to-exceed amount of \$99,000, to allow Consultant to continue to provide professional grant writing support services for C/CAG; and

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

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

1. Section 2, “Payments,” of the Agreement shall be amended to reflect the new not-to-exceed amount of \$99,000.
2. The scope of work for the Agreement, as provided in Exhibit A, “Scope of Work”, shall be modified to replace Task 01 – “Project Management and Coordination”, in its entirety with the following:

“The CONSULTANT will continue to coordinate with C/CAG on a regular basis throughout the duration of the project consistent with the regularly needed meetings to develop specific grant applications. The coordination will address project scope/status, budget, schedule, data/information needs, stakeholder meetings if needed, and general project coordination/delivery amongst the project team. Primary coordination efforts will be via Teams meetings, telephone calls, and email, as appropriate. A project OneDrive folder will be established by the CONSULTANT for document uploading and sharing.”

Exhibit A will also be modified to replace Task 04 – “Additional Grant Development Support (As-Needed)” in its entirety with the following:

“The CONSULTANT will continue to work closely with C/CAG to develop grant application materials. The CONSULTANT will develop up to four additional grant applications/funding request submittals for C/CAG in response to state, regional and/or federal NOFOs. For each grant application to be developed, C/CAG and the CONSULTANT shall review the necessary resources required, and will monitor the costs of each grant effort with consideration of completing all activities within the overall budget amount to be provided with this Amendment.

Grant/funding programs that may be considered, include, but are not limited to:

- SAFE-T: San Mateo County Transportation Authority Ped/Bike Program – apply for additional state/regional matching funds to support the expected SS4A Award
- SAFE-T: San Mateo County Transportation Authority ACRTDM program – apply for state/regional funding for the EVP portion of SAFE-T
- Coastal Resiliency Project: San Mateo County Transportation Authority ACRTDM program - apply for design funding
- Incident Response Plan: Caltrans Sustainable Transportation Planning Grant – apply for additional funds to also develop an incident response plan along Hwy 35

The work on each grant application will include drafting and compiling the required grant application files. These files typically include project narratives or completed questionnaires, project map files, supporting diagrams, and budget information – with some applications also needing inclusion of benefits, estimates, and stakeholder information. The specific requirements for these files will differ by grant type, and will be outlined in state/regional Call for Proposals (CFP) and/or federal Notice of Funding Opportunities (NOFO) when they are released.”

3. The Project Budget and Schedule of the Agreement as provided in Exhibit B, shall be replaced in its entirety with the new Exhibit B, “Revised – Project Budget and Schedule” attached hereto and incorporated into the Agreement.
4. Except as expressly amended herein, all other provisions of the Agreement shall remain full force and effect.
5. This amendment shall take effect on August 27, 2026.

Exhibit B

REVISED - PROJECT BUDGET AND SCHEDULE

In consideration of the services provided by Consultant described in Exhibit A and subject to the terms of the Agreement, C/CAG shall pay Consultant based on the following fee schedule and terms and subject to the rates and budget set forth in the attached Cost Proposal:

- Deliverables, monthly invoice

Under no circumstances shall the amount paid by C/CAG to Consultant exceed \$99,000. Consultant shall provide C/CAG with a written itemized invoice monthly that allows C/CAG to reconcile the work performed. All invoices shall include the agreement number, project location, dates of services and specific work completed. C/CAG shall have the right to receive, upon request, documentation substantiating charges billed to C/CAG.

Remit invoices to:

City/County Association of Governments of San Mateo County
555 County Center, 5th Floor Redwood City, CA 94063
Attention: Audrey Shiramizu
Email: ashiramizu@smcgov.org

Payment will be made within 30 days of receipt of an acceptable invoice. C/CAG shall have the right to withhold payment if C/CAG determines the quantity and/or quality of the work performed is unacceptable.

Consultant will complete the scope of work pursuant to the attached Cost Proposal and Project Delivery Schedule.

SCHEDULE

[illegible]

*** These dates are representative of grant/funding applications. Actual dates for specific applications will be specific to each grant/funding program.*

- Transpo Activities
- C/CAG Activities/Involvement
- ✦ Transpo Submittal
- ★ C/CAG Comments Needed

COST PROPOSAL

Number / Project Name
Amendment 1: 1.26003.00 - C/CAG FY26 BUILD Grant Development

Billing rates are effective from June 27, 2026 through June 25, 2027, within the ranges shown in the attachment.
Only key staff are shown and other staff may work on and charge to the project as needed by the project manager.
Cells highlighted in grey are unchanged from the original Agreement.

2025-2026 Rates														2026-2027 Rates																										
	PIC	Grant Develop. Lead	Grant Develop.	QA/QC	GIS	Graphics	Project Admin	PIC	Grant Develop. Lead	Grant Develop.	QA/QC	GIS	Graphics	Project Admin																										
initials	MJ	JKHC	BA3	KT	NEJ	IMR	AMC	MJ	JKHC	BA3	KT	NEJ	IMR	AMC																										
labor category	Prin L7	Eng L5	AnyL L4	Eng L6	Tech L4	PA L4	PA L5	Prin L7	Eng L5	AnyL L4	Eng L6	Tech L4	PA L4	PA L5																										
billing rate	\$350.00	\$215.00	\$155.00	\$235.00	\$160.00	\$175.00	\$200.00	\$350.00	\$220.00	\$165.00	\$240.00	\$165.00	\$180.00	\$205.00																										
Work Task														Hours										Cost																
1	Task 01 - Project Management																																							
2	Project Coordination & Weekly Check-In Meetings														6	6														13	\$3,590									
3	Kick-Off Meeting, PM Activities, and Invoicing																													7	\$1,885									
4	Check-In Meetings																													8	\$2,150									
5																																								
6	Task 02 - Concept Development																																							
7	Develop Project Alternatives														1	6	12	2													21	\$3,970								
8	Project Alternatives Workshop														1	2	2	1												6	\$1,325									
9																																								
10	Task 03 - Grant Development																																							
11	Develop Draft Grant Application Package																													8	\$1,400									
12	SF-424																													1	\$155									
13	SF-LLL																													1	\$155									
14	Key Information Questions																													2	\$310									
15	Project Description																													8	\$1,520									
16	Project Location File																													2	\$320									
17	Project Budget														1	8	16	2	2												27	\$5,020								
18	Funding Commitment Documentation																													0	\$0									
19	Merit Criteria														1	8	16	2													27	\$5,020								
20	Project Readiness														1	8	16	2													27	\$5,020								
21	Benefit-Cost Analysis Narrative														1	4	16	2													23	\$4,160								
22	Benefit-Cost Analysis Calculations																														10	\$1,670								
23	Letters of Support														2																2	\$700								
24	Finalize Grant Application Package														1	2		2	4												9	\$1,950								
25																																								
26	Task 04 - Additional Grant Development Support (As-Needed)																																							
27	Additional Grant Development Support														8	16	16	8	2	9	1											60	\$12,695							
28	Develop Approach																															40	\$9,030							
29	Develop Supporting Elements and Draft Application																															4	54	30	2	8			98	\$20,030
30	Finalize Grant/Funding Application Package																															4	46	20	2		8		80	\$16,740
31																																								
Total Hours														23	64	110	23	4	21	2	20	130	60	4	8	8	3	480												
Labor Costs														\$8,050	\$13,760	\$17,050	\$5,405	\$640	\$3,675	\$400	\$7,000	\$28,600	\$9,900	\$960	\$1,320	\$1,440	\$615	\$98,815												

Reimbursable Expenses:		Reimb. Cost
Item		
1 Application		
2 Business Meals		
3 Mileage		
4 Miscellaneous		
5 Models/Renderings/Photos		
6 Parking		
7 Records Filing		
8 Registrations		
9 Reproductions		
10 Shipping/Courier		
11 Specialty Software		
12 Supplies		
13 Traffic Accident Data		
14 Traffic Court Vendors		
15 Travel, Hotel, Taxi, & Air Fare		
Sub Total		\$0
Total (Cost + 10 percent)		\$0

Subconsultants:		Subs. Cost
Firm		
1		
2		
3		
4		
5		
Sub Total		\$0
Total (Cost + 10 percent)		\$0

TOTAL ESTIMATE	\$98,815
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[Signatures on the following page]

DRAFT

Transpo Group USA, Inc. (CONSULTANT)

By: _____
Kevin R. Collins
Managing Principal

Date: _____

**CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY
(C/CAG)**

By: _____
Kaki Cheung
C/CAG Executive Director

Date: _____

By: _____
Melissa Andrikopoulos
Legal Counsel for C/CAG

Date: _____