

**RESOLUTION 2026-###**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN PABLO AUTHORIZING THE CITY MANAGER TO EXECUTE AN AMENDMENT TO THE ON-CALL PROFESSIONAL SERVICES AGREEMENT WITH TOWNSEND MANAGEMENT, INC. (1) RECOGNIZING THAT A TOTAL OF \$186,864 HAS BEEN INVOICED TO DATE FOR CONSTRUCTION MANAGEMENT SERVICES; AND (2) REMOVING THE NOT-TO-EXCEED AMOUNTS PER FISCAL YEAR, WITH NO CHANGE TO THE TOTAL NOT-TO-EXCEED AMOUNT OF \$375,000 OVER THE FIVE FISCAL YEAR TERM**

WHEREAS, the City of San Pablo Public Works Department utilizes on-call professional services agreements to support operations and capital improvement projects;

WHEREAS, on June 20, 2023, pursuant to Resolution 2023-101, the City Council awarded an on-call Professional Agreement to Townsend Management, Inc. (TMI) for construction management services in an amount not to exceed \$75,000 per fiscal year and \$375,000 over a five-year term;

WHEREAS, on June 27, 2024, the City and TMI executed Task Order #1 in the amount of \$74,968, and Task Order #2 on December 2, 2025, in the amount of \$74,550, for construction management services associated with the Full Trash Capture Device Project;

WHEREAS, delays related to utility coordination extended the project schedule and required additional construction management services beyond the amounts authorized under the task orders;

WHEREAS, delays related to utility coordination extended the project schedule and required additional construction management services beyond the amounts authorized under the task orders;

WHEREAS, TMI has invoiced a total of \$186,864 for construction management services to date under the Agreement, resulting in an overage of \$37,346 in FY 2025/2026;

WHEREAS, sufficient funding is available within the CIP Fund 320 budget for the Full Trash Capture Device Project to cover these costs; and

WHEREAS, staff recommends amending the Agreement to recognize the total invoiced amount to date, remove the annual not-to-exceed limit of \$75,000 per fiscal year, and maintain the overall not-to-exceed amount of \$375,000 in CIP Fund 320 over the five-year term.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of San Pablo hereby authorizes the City Manager to execute a first amendment to the on-call Professional Services Agreement with Townsend Management, Inc., in a form to be

approved by the City Attorney that does not substantially alter the City's rights or responsibilities from those set forth in the attached draft first amendment to:

1. Recognize that a total of \$186,864 has been invoiced to date for on-call construction management services;
2. Acknowledge and memorialize the overage of \$37,346 incurred in FY 2025-26;
3. Remove the annual not-to-exceed limit of \$75,000 per fiscal year; and
4. Leave unchanged the total not-to-exceed amount of \$375,000 over the five-year term of the Agreement.

BE IT FURTHER RESOLVED that the City Council of the City of San Pablo hereby finds that the foregoing recitations are true and correct and are included herein by reference as findings.

\*\*\*\*\*

ADOPTED this 20<sup>th</sup> day of April, 2026, by the following votes:

AYES: COUNCILMEMBERS:  
NOES: COUNCILMEMBERS:  
ABSENT: COUNCILMEMBERS:  
ABSTAIN: COUNCILMEMBERS:

ATTEST:

APPROVED:

\_\_\_\_\_  
Dorothy Grant, City Clerk

\_\_\_\_\_  
Elizabeth Pabon-Alvarado, Mayor