

## OMB Granicus Review

<b>Granicus Title</b>	First Amendment to the agreement with Williamson Design Associates for professional architectural consulting services.				
<b>Granicus ID#</b>	24-0733A	<b>Reference #</b>	21-0259-CN	<b>Date</b>	04/29/2024

**Mark all Applicable Boxes:**

Type of Review									
<b>CIP</b>		<b>Grant</b>		<b>Other</b>	<b>X</b>	<b>Revenue</b>		<b>Project</b>	

**Fiscal Information:**

<b>New Contract (Y/N)</b>	N	<b>Original Amount</b>	\$	700,000.00
<b>Fund(s)</b>	0001	<b>Amount of Change (+/-)</b>	\$	348,523.00
<b>Cost Center(s)</b>	114300	<b>Total Amount</b>	\$	1,048,523.00
<b>Program(s)</b>	1116	<b>Amount Available (FY24)</b>	\$	1,000,000.00
<b>Account(s)</b>	5340001	<b>Included in Applicable Budget? (Y/N)</b>	<b>Y</b>	
<b>Fiscal Year(s)</b>	FY21 – FY26			

Description & Comments	
(What is it, any issues found, is there a financial impact to current/next FY, does this contract vary from previous FY, etc.)	
<p>On August 24, 2021, the Board of County Commissioners (BCC) approved a contract with Williamson Design Associates (Williamson) with a not-to-exceed threshold of \$700,000.00 for a five-year term for professional architectural services. These services are used for the various operating and maintenance concerns with the Jail Site Master Site Plan Update.</p> <p>The proposed First Amendment to Williamson’s current contract (Contract #21-0259-CN), will increase the not to exceed threshold from \$700,000.00 to \$1,048,523.00, for a difference of \$348,523.00, or 49.8%. The estimated annual average expenditure will also increase from \$140,000.00 to \$209,704.60 for a difference of \$69,704.60, or 49.8%.</p> <p>Funding for this agreement is sufficiently included in the FY24 Adopted Budget of General Government in the General Fund.</p>	

**Analyst: Shane Kunze**

**Ok to Sign:**

### Instructions/Checklist

1. Upon receipt of a request for review and notification in Granicus, review the Agenda and document for language and accuracy. Make sure there are available funds, the dept. is not overextending itself, was it planned, etc.
2. Use the Staff Report section to give a summary of the contract and include your thoughts and pertinent information.
3. Complete the form above using the Granicus attachments and the County’s accounting & budgeting systems (i.e., OPUS, Chart of Accounts, Qwestica Budget Software).
4. Include a statement in both the Fiscal Impact section of the Staff Report and the Granicus Review form to indicate if the activity is planned in the current budget.
  - a. Sample language: **“The (contract, agreement, MOU, activity, etc.) is included in the FY23 Adopted Budget and the preliminary FY24 budget submission from the department. The annual amount expected to be spent on the (contract, agreement, MOU, activity, etc.) is approximately the same as has been spent in most recent years (or is \_\_\_ percent higher or lower due to \_\_\_)”**.
5. Save the form with the following naming convention:
  - a. **OMB.Review\_XX-XXXX\_Department\_Subject\_Date)**

- b. (e.g., OMB Review\_22-529A\_PW\_Sidewalk\_28-DEC-2022).
- 6. Upload to Granicus as a numbered attachment.
  - a. Upload a copy of the Granicus review into the appropriate department review folder on SharePoint. (OMB/OMB Document Library/GRANICUS.RVW).