



January 8, 2020

Item #12

**TO** GCTD Board of Directors

**FROM** Marlena Kohler, Purchasing Manager *MLK*

**SUBJECT** Consider Approval for Contract Increase to Best, Best & Krieger LLP (BBK) for General Counsel Services.

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### **SUMMARY**

In September 2019, the Board of Directors approved a nine (9) month extension to Best, Best & Krieger LLP (BBK)'s contract for General Counsel Services. The initial amount of that extension was \$65,000. However, due to unanticipated legal matters that went beyond GCTD's average use of General Counsel Services, an additional \$100,000 will be needed. The revised not-to-exceed contract amount will be \$165,000.

### **BACKGROUND**

On September 10, 2014, Board approved a contract with Best, Best & Krieger LLP for General Counsel Services. The initial contract term was for a two-year base period and three one-year option periods. That contract expired on September 30, 2019.

In September 2019, the Board of Directors approved a nine (9) month extension, in the amount of \$65,000, which would allow time for staff to complete a new Request for Proposal (RFP) process. However, several unanticipated legal matters have arisen since that time and an increase of \$100,000 is needed for the remaining term of the extension. The revised not-to-exceed amount is \$165,000.

At this time, there is no change to the term of the extension, which was approved to end on June 30, 2020.

To date, GCTD has had no performance issues with BBK and this firm continues to be a responsive and responsible contractor.

### **RECOMMENDATION**

It is recommended that the Board of Directors authorize an increase to the contract for General Counsel Services to Best, Best & Krieger (BBK) in an amount of \$100,000 for a revised contract total not-to-exceed \$165,000.

### **GENERAL MANAGER'S CONCURRENCE**

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Steven P. Brown  
General Manager

### **GOLD COAST TRANSIT DISTRICT**