

APPROXIMATE COST OF PROCESSING A CONTRACT AMENDMENT THROUGH THE CITY COUNCIL

1. Negotiate with the contractor and prepare contract amendment	8 hrs	7 Calendar Days
2. Process the contract amendment through the City Attorney's Office	8 hrs	7 Calendar days
3. Prepare Board Report and transmit to bureaus and divisions	8 hrs	7 Calendar days
4. Review and incorporate comments and transmit to Agenda Review	8 hrs	7 Calendar days
5. Review and incorporate comments and transmit to Agenda Setting	8 hrs	7 Calendar days
6. Review and incorporate comments and transmit to Board Office	8 hrs	3 Calendar days
7. Board Office processes and forwards contract amendment to the Board	8 hrs	7 Calendar days
8. Attend Board meeting and answer any questions	4 hrs	1 Calendar day
9. Board Office processes and transmits contract amendment to City Council	8 hrs	1 Calendar day
10. CAO prepares report for Mayor's approval and forwards to City Council	16 hrs	110 Calendar days
11. Staff attends CTC to answer any questions	4 hrs	1 Calendar day
12. Staff attends City Council meeting to answer any questions	4 hrs	1 Calendar day
13. City Council approves contract amendment and forwards to Harbor Dept.	8 hrs	7 Calendar day
14. Board Office receives and distributes contract amendment	4 hrs	7 Calendar days
15. Division processes and files the contract amendment	4 hrs	7 Calendar days

ESTIMATED NUMBER OF HOURS TO PROCESS CONTRACT AMENDMENT: 108 hrs

APPROXIMATE COST USING AN AVERAGE HOURLY RATE OF \$100: \$10,800

TOTAL DURATION: 180 Calendar days or approx 6 months