



CITY OF HAYWARD

Hayward City Hall
777 B Street
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Cover Memo

File #: CONS 21-595, **Version:** 1

DATE: November 16, 2021

TO: Mayor and City Council

FROM: Assistant City Manager/Development Services Director

SUBJECT

Adopt a Resolution Authorizing the City Manager to Execute an Amendment to the Agreement with ICF Incorporated, L.L.C., for Review and Update of Hayward's Cannabis Program, and Increasing the Compensation Amount Not-to-Exceed \$352,935

That Council adopts a resolution (Attachment II) authorizing the City Manager to negotiate and execute an amendment to the Agreement with ICF Incorporated, L.L.C., for review and update of Hayward's Cannabis Program, and increasing the not-to-exceed contract amount by \$32,097, for total compensation of \$352,935.

SUMMARY

Following adoption of Council Resolution 18-049, the City executed an agreement with ICF Incorporated, L.L.C., on April 20, 2018 for services related to developing the process to review, rate, and rank the applications for the City's Commercial Cannabis Program, and to conduct Round 1, Tier 1 review of applications in an amount not-to-exceed \$180,838.

On March 19, 2019, Council adopted Resolution No. 19-049 authorizing the City Manager to negotiate and execute an amendment to the Agreement to include services related to the Round 1 - Tier 2 review and selection process of the City Commercial Cannabis Permit Program at a cost of \$70,000, bringing total compensation to an amount not-to-exceed \$250,838. In December 2019, the Council adopted Resolution No. 19-244 authorizing the City Manager to negotiate and execute a second amendment related to reviewing and updating the regulatory framework for the Commercial Cannabis Program at an additional cost of \$70,000, bringing total compensation to amount not-to-exceed \$320,838.

Staff is requesting authorization to amend the Agreement with ICF Incorporated, L.L.C. to provide ongoing support to the City based on feedback from Council and the community, as it continues to review and update its Commercial Cannabis Program, increasing the compensation an additional \$32,097 for a total compensation not-to-exceed \$352,935, and extending the term through June 30, 2022.

ATTACHMENTS

Attachment I	Staff Report
Attachment II	Resolution
Attachment III	Scope of Services