

# CONTRACT AMENDMENT ROUTING SHEET

Date Prepared: 10/18/2022

Need Date: 11/01/2022

**PROCESSING DEPARTMENT:**

Department: P&C  
Dept. Contact: Matthew Potter  
Phone: x5417  
Department Head Signature: Jon Manning  
Digitally signed by Jon Manning  
Date: 2022.10.17 12:09:36  
-07'00'  
Jon Manning, CPPB  
Administrative Analyst Supervisor

**CONTRACTOR:**

Name: Helix Environmental Planning, Inc.  
Address: 11 Natoma Street, Suite 155  
Folsom, CA 95630  
Phone: 916.365.8700  
Org Code: 0620200  
Project String  
(if applicable): \_\_\_\_\_

**CONTRACTING DEPARTMENT:** Parks, Rivers and Trails

Service Requested: Review and Approve

Description: Second Amendment to Environmental Planning and Landscape Architecture Services

Contract Term: 2 years, as amended Contract Value: \$118,189 as amended

**COUNTY COUNSEL:** (must approve all contracts and MOU's)

Approved:  Disapproved:  Date: 11/04/2022 By: Janeth SanPedro  
Digitally signed by Janeth SanPedro  
Date: 2022.11.04 09:32:48 -07'00'  
Approved:  Disapproved:  Date: \_\_\_\_\_ By: \_\_\_\_\_

**COUNSEL -- PLEASE FORWARD TO HR AND RISK MANAGEMENT -- THANKS!**

**HR APPROVAL:**

Compliance with Human Resources requirements? Yes:  No:   
Compliance verified by: Sera Salmalyan  
Digitally signed by Sera Salmalyan  
Date: 2022.11.04 14:05:12 -07'00'

**RISK MANAGEMENT APPROVAL:** (all contracts & MOU's except boilerplate grant funding contracts)

Approved:  Disapproved:  Date: 11/04/2022 By: Michael Andersen  
Digitally signed by Michael Andersen  
Date: 2022.11.04 13:50:50 -07'00'  
Approved:  Disapproved:  Date: \_\_\_\_\_ By: \_\_\_\_\_

**OTHER APPROVAL:** (Specify department(s) participating or directly affected by this contract).

Departments:  
Approved:  Disapproved:  Date: \_\_\_\_\_ By: \_\_\_\_\_  
Approved:  Disapproved:  Date: \_\_\_\_\_ By: \_\_\_\_\_

PLEASE EMAIL SIGNED DOCUMENT TO: