



Memorandum

TO: HONORABLE MAYOR
AND CITY COUNCIL

FROM: Jon Cicirelli

SUBJECT: SEE BELOW

DATE: November 21, 2022

Approved

Date

12/2/22

COUNCIL DISTRICT: 3

SUBJECT: AMENDMENT OF THE MASTER AGREEMENT FOR SWA GROUP FOR LANDSCAPE ARCHITECTURE, ARCHITECTURE, ENVIRONMENTAL, AND ENGINEERING SERVICES

RECOMMENDATION

Adopt a resolution authorizing the City Manager or designee to negotiate and execute a second amendment to the Master Agreement with Sasaki, Walker, and Associates Group for landscape architecture, architecture, environmental, and engineering consulting services, in order to increase the overall compensation by \$500,000, from \$1,500,000 to \$2,000,000, to complete active projects and extend the agreement from April 8, 2023 to December 31, 2025.

OUTCOME

Approval of the amendment for the consultant services allows the City to continue to use Sasaki, Walker, and Associates (SWA) Group for the development of downtown park sites: North San Pedro Park and Bassett Park. Amending the Master Agreement allows the City to continue its relationship with SWA Group to support the Parks, Recreation and Neighborhood Services Department (Department) and Public Works Department in administering the design, environmental, bid and award, and construction phases of the projects based upon the Master Plan for the parks.

BACKGROUND

On October 2, 2017, the Department released a Request For Qualifications for *Comprehensive Capital Improvement Program Consultant Services* with the intent to hire multiple firms to support future project delivery from planning through construction. The process supported the hiring of one or more firms, with a maximum compensation of \$3,750,000. In April 2018, the

City Council authorized the City Manager¹ to negotiate and execute Master Agreements with five consultants for Capital Improvement Program services for \$750,000 each.

The City Manager negotiated five Master Agreements with the selected firms, including SWA Group. Each agreement was for a five-year term, at a maximum compensation of \$750,000. For SWA Group, the five-year contract term started June 8, 2018 and will end April 8, 2023.

The first authorized amendment increased the maximum total compensation from \$750,000 to \$1,500,000. Three park development projects were bundled together for master planning through construction under contract with SWA Group: Pellier Park, North San Pedro Park, and Basset Park. SWA Group is currently working on the design phase for North San Pedro Park and Basset Park projects which require additional support and services to ensure successful project completion. Pellier Park is in its final stages of construction and will be completed in early 2023.

ANALYSIS

Staff engaged firms through the issuance of negotiated service orders, based upon the authority granted by the Master Agreements. SWA Group's first service order was used to create a Master Plan for three parks in the downtown area. Subsequent service orders were used for design development.

Increasing the Master Agreement with SWA Group from \$1,500,000 to \$2,000,000 allows the firm to support the Department and Department of Public Works in completing the design and construction of the two remaining parks: North San Pedro and Basset. Using SWA Group for the design phase provides important consistency and continuity for the three projects and ensures the community feedback is reflected clearly in the projects to be constructed.

While the City could contract work to one of the other four consultants per the Master Agreement, the Department believes that assigning the additional work to SWA Group is cost-efficient and provides continuity from the Master Plan through construction. Using other consultants from the approved Master Agreement list is not recommended. SWA is currently finalizing the bid set of construction drawings. The firm will support design work based on the knowledge gained from the development of Master Plans, the CEQA related work, and direct knowledge of community input.

This action will not impact the existing agreements with the four other consultants.

¹ <https://sanjose.legistar.com/LegislationDetail.aspx?ID=3458015&GUID=135D952B-E7E5-4E30-BE7E-BFE49272015D&Options=&Search=>

CONCLUSION

The recommendation to increase the Master Agreement follows the City's goal to activate the Parks, Recreation, and Neighborhood Department's ActivateSJ Strategic Plan 2020-2040, providing quality parks where all people can live and thrive in the City of San José.

EVALUATION AND FOLLOW-UP

Staff will return to the City Council for the award of the construction contracts for North San Pedro and Basset Parks.

CLIMATE SMART SAN JOSE

The recommendation in this memorandum aligns with one or more Climate Smart San José energy, water, or mobility goals.

PUBLIC OUTREACH/INTEREST

Public outreach was performed in the earlier phases of the project during Master Planning. This memorandum will be posted on the City's website for the December 13, 2022 City Council meeting.

COORDINATION

This memorandum and contract amendment have been coordinated with the City Manger's Budget Office and City Attorney's Office.

COMMISSION RECOMMENDATION/INPUT

No commission recommendation or input is associated with this action.

FISCAL/POLICY ALIGNMENT

The Master Agreement with SWA Group has been developed in accordance with the City Council adopted consultant selection process and the provisions of the Local Business and Small Business Preference Ordinance.

COST SUMMARY/IMPLICATIONS:

1. AMOUNT OF RECOMMENDATION:

- a. Total Amount of \$500,000.

2. COST ELEMENTS OF CONTRACT:

Fiscal Year	Service Order by Parks	Service Order #	Contract Amount	Encumbered Amount
2018-2019		Original Contract Amount: 750,000		
2018-2019	North San Pedro	1		484,700
2019-2020	Bassett Park	2		58,990
2019-2020		1st Amendment: 750,000		
2020-2021	Pellier Park	3		231,300
2021-2022	Pellier Park	4		12,900
2021-2022	Pellier Park	5		181,500
2021-2022	Pellier Park	6		30,000
2022-2023	Pellier Park	7		36,000
2022-2023	Basset Park	8		185,800
2022-2023	North San Pedro	8		278,697

Total Amount 1,500,000 1,499,887

Recommended Amount

2nd Amendment: 500,000	
-------------------------------	--

3. SOURCE OF FUNDING:

- a. 375- Parks Subdivision Park Trust Fund.

4. FISCAL IMPACT:

North San Pedro Park is anticipated to open in 2023-2024 (annual operating and maintenance cost of \$74,000) and Bassett Park is anticipated to open in 2024-2025

(annual operating and maintenance cost of \$28,000). Both parks' costs to operate and maintain were included as committed additions in the 2023-2027 Five-Year Forecasts and Revenue Projections for the General Fund.

The design of the North San Pedro Park, and Bassett Park projects are funded within the Parks Subdivision Park Trust Fund as noted above.

BUDGET REFERENCE

The table below identifies the fund and appropriations allocated to fund the contract recommended as part of this memorandum and the remaining project costs, including project delivery, construction, and contingency costs:

Fund #	Appn #	Appn Name	Current Total Appn	Rec. Budget Action	2022-2023 Adopted Capital Budget Page	Last Budget Action (Date, Ord. No.)
375	403L	North San Pedro Area Parks Master Plans	\$630,000	N/A	499	10/18/2022 Ord. No. 30833

CEQA

Not a Project, File No. PP17-002, Consultant services for design, study, inspection, or other professional services with no commitment to future actions.

/s/
Jon Cicirelli
Director of Parks
Recreation, and Neighborhood Services

For questions, please contact Sara Sellers, Interim Deputy Director, at (408) 793-5514.