



Memorandum

TO: HONORABLE MAYOR
AND CITY COUNCIL

FROM: Jon Cicirelli

SUBJECT: See Below

DATE: November 10, 2025

Approved

Date:

11/13/25

COUNCIL DISTRICT: 3

**SUBJECT: Seventh Amendment to the Master Agreement with Conger Moss
Guillard Landscape Architecture for the St. James Park Design
Project**

RECOMMENDATION

Adopt a resolution authorizing the City Manager, or her designee, to negotiate and execute a Seventh Amendment to the Master Agreement with Conger Moss Guillard Landscape Architecture for the St. James Park Design Project (Master Agreement No. 662484-0) to increase the maximum total compensation by \$800,000, from \$5,950,000 to \$6,750,000, and to extend the master agreement through June 30, 2027.

SUMMARY AND OUTCOME

The St. James Park Design Project (Project) is currently in the 100% design phase. City Council approval of the recommendation to extend the master agreement with Conger Moss Guillard Landscape Architecture (CMG) will allow for the completion of additional tasks, which includes concession building changes, splash pad vault modification, additional Structural Engineering and Construction Inspection revisions, compliance and coordination with the Santa Clara County Health Department permit requirement, requests from Levitt Foundation for the Levitt Pavilion, and complete the overall park's construction documents to 100%.

Approval will also allow the completion of the Phase 1 Construction Documents Conform Set, which refines the overall 100% Construction Documents to include only the scope of work for Phase 1. This ensures that construction drawings are tailored to Phase 1 boundaries and all site edges align with both existing conditions and future phases.

Due to the Project's complexity, the current maximum compensation and expiration date of the master agreement are insufficient to complete these deliverables.

CMG has a valuable history with the Project. Approval of the seventh amendment to the master agreement will allow for a seamless continuation of the design, as well as the inclusion of a knowledgeable team of subconsultants to guide the design in the varying disciplines and enable the City of San José (City) to continue to advance the design.

BACKGROUND

St. James Park is a 7.6-acre park located in downtown San José. The park has been the site of significant events, including speeches from presidential candidates, social gatherings, and civic events. The park's rich history enabled the site to be listed in the National Register of Historic Places.

From 2015 through 2016, the City Council established the St. James Park Capital Vision project with the intent to revitalize this downtown park. The project included a design competition through the City procurement process and a competition jury to select a consultant to design a new vision for St. James Park.

The project's initial development as a competitive selection, and the site's large scale and unique amenity (future Levitt Pavilion)¹ warranted a milestone-based approach to project delivery and related contracts.

In early 2017, CMG was selected by the St. James Park Design Competition Jury as the winning firm. The City Council accepted the jury's recommendation and adopted a resolution that authorized the City Manager or her designee to put forth a \$2.5 million contract for the environmental review, design, and community outreach processes for St. James Park while preserving its historical context and elements.

In June 2017, the City executed a master agreement with CMG for the first design phase of St. James Park. CMG services included project planning and design efforts. The initial two-year agreement with CMG has been subsequently amended.

CMG completed 25% of the construction documents in 2018; provided services to support the accepted Environmental Impact Report process to comply with the California Environmental Quality Act in late 2020; completed 65% of the construction documents in 2023; completed 90% of the construction documents in 2025 and is currently working on completing 100% of the construction documents.

¹ Levitt Pavilion will be an outdoor amphitheater offering free, live music designed to foster a family-friendly atmosphere and build community through music. It will welcome people of all ages and backgrounds.

A cost sharing agreement with the Levitt Foundation, the Friends of Levitt San Jose, and the City related to the revitalization of St. James Park was approved by the City Council on February 4, 2025. The agreement was later signed in August 2025. As part of the agreement, the City must have \$15.0 million dedicated for the future construction of improvements at St. James Park.

ANALYSIS

The completion of the 100% design set for the Project requires additional tasks and fees not previously anticipated. While the 100% design set is already in progress, unexpected requirements, edit requests and permit coordination have arisen during the 100% design phase that necessitate supplemental consultant services. These additional efforts are needed to complete the 100% construction documents and to meet current Project needs.

In addition to the increased maximum compensation and extension of the master agreement length for 100%, staff is recommending increasing the maximum compensation, extend the contract length, and augment the contract for the development of the Phase 1 Construction Documents Conform Set.

CMG has provided a fee proposal for the additional tasks and the Phase 1 Construction Documents Conform Set, resulting in a request to increase the Project by \$1.0 million to: 1) to amend the St. James Park Design Master Agreement by \$800,000 and 2) \$200,000 for Public Works labor costs to review the 100% Design Set and the Phase I Conform Set and Wi-Fi costs. Based on the revised timeline, the full Phase 1 Construction Documents Conform Set is expected to be completed by June 2027.

The Project has a budget of \$7.6 million from the Subdivision Park Trust Fund (\$7.6 million) and the Construction Tax and Property Conveyance Tax Fund: Parks Purposes Council District #3 (\$40,000), as well as a park construction reserve of \$15.0 million in the St. James Parks Phase I Reserve. Increasing the master agreement with CMG by \$800,000 from \$5.95 million to \$6.75 million, and extending the contract duration to June 30, 2027, will allow the design firm to complete the remaining portion of 100% and proceed with the Phase 1 Construction Documents Conform Set for St. James Park Design.

Extending the contract with CMG is cost-efficient and enables the firm to proceed with the existing design of St. James Park while utilizing its knowledge and history of the Project. Future amendments may be requested for the construction administration support of the Project construction.

EVALUATION AND FOLLOW-UP

Staff will submit a Bid and Award memorandum to City Council at a later date to complete the Construction Award for Phase 1 construction.

Subsequently, staff will submit memorandums to City Council to extend the master agreement when Phase 2 and Phase 3 construction and document preparation is ready to launch.

COST SUMMARY/IMPLICATIONS

The St. James Park Design Project has a total budget of \$7.6 million (\$7.6 million in the Subdivision Park Trust Fund and \$40,000 in the Construction Tax and Property Conveyance Tax Fund: Parks Purposes Council District #3), as well as \$15.0 million in a construction reserve in the Subdivision Park Trust Fund. The \$15.0 million is reserved for construction as part of the St. James revitalization share agreement with the Levitt Foundation, the Friends of Levitt San Jose, and the City.

Once the 100% design is completed, the project will move into the Phase 1 construction document Conform Set and Phase 1 of construction. As the project's schedule becomes more certain, the additional ongoing operation and maintenance costs will be evaluated for inclusion as a committed addition in the development of a future General Fund Five-Year Forecast.

1. TOTAL COST OF PROJECT

Design	\$6,750,000
Settlement Cost	\$399,950
Project Delivery	\$453,000
TOTAL PROJECT COSTS	\$7,602,950

Prior Years' Expenditures and Encumbrances through June 30,2025	\$6,590,000
TOTAL REMAINING PROJECT COSTS	\$1,012,950

HONORABLE MAYOR AND CITY COUNCIL

November 10, 2025

Subject: Seventh Amendment to the Master Agreement with Conger Moss Guillard Landscape Architecture for the St. James Park Design Project

Page 5

BUDGET REFERENCE

The table below identifies the fund and appropriation to fund the contract recommended as part of this memorandum and remaining project costs.

Fund #	Appn. #	Appropriation Name	Total Appropriation	Amount for Contract	2025-2027 Adopted Biennial Capital Budget Page	Last Budget Action (Date, Ord. No.)
375	404S	St. James Park Phase I Design	\$1,013,000	\$800,000	655	10/21/25 31252

COORDINATION

This memorandum has been coordinated with the City Attorney's Office and the City Manager's Budget Office.

PUBLIC OUTREACH

This memorandum will be posted on the City's Council Agenda website for the December 2, 2025 City Council meeting.

COMMISSION RECOMMENDATION AND INPUT

No commission recommendation or input is associated with this action.

CEQA

Environmental Impact Report for the St. James Park Capital Vision and Levitt Pavilion (Resolution No. 79770), File No. PP16-037.

HONORABLE MAYOR AND CITY COUNCIL

November 10, 2025

Subject: Seventh Amendment to the Master Agreement with Conger Moss Guillard Landscape Architecture for the St. James Park Design Project

Page 6

PUBLIC SUBSIDY REPORTING

This item does not include a public subsidy as defined in section 53083 or 53083.1 of the California Government Code or the City's Open Government Resolution.

/s/

JON CICIRELLI

Director, Parks, Recreation, and
Neighborhood Services Department

For questions, please contact Han-Lei Wang, Associate Landscape Architect, Parks, Recreation, and Neighborhood Services Department, at han-lei.wang@sanjoseca.gov or (408) 535-3508.