



COUNCIL AGENDA: 10/29/19  
FILE: 19-852  
ITEM: 2.14

# Memorandum

**TO:** HONORABLE MAYOR  
AND CITY COUNCIL

**FROM:** Jon Cicirelli

**SUBJECT:** SEE BELOW

**DATE:** October 21, 2019

Approved

Date

10-22-19

**COUNCIL DISTRICT: 3**

## REPLACEMENT

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

## REASON FOR REPLACEMENT

Staff will continue to prepare the terms of the amendment to the Master Consultant Agreement. A change in the recommendation language to “negotiate and execute” provides additional time to resolve contractual terms and support execution by the City Manager after date of the proposed Council action.

## RECOMMENDATION

Authorize the City Manager to negotiate and execute a first amendment to the Master Agreement with SWA for landscape architecture, architecture, environmental, and engineering consultant services, in order to increase the overall compensation from \$750,000 to \$1,500,000.

## OUTCOME

Approval of the amendment for the consultant services will allow the City to continue to use SWA Group for development of three downtown park sites; Pellier Park, North San Pedro Park, and Bassett Park. SWA Group has completed a draft Master Plan for the three sites, which includes sophisticated design features to foster a unified parks system that meets a variety of recreational needs in the emerging North San Pedro neighborhood of downtown. Amending the Master Agreement allows the City to continue its relationship with SWA Group to support the Public Works Department in administering the design, environmental, bid and award, and construction phases of the projects based upon the Master Plan for the delivery of the parks.

## **BACKGROUND**

On October 2, 2017 PRNS 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 hiring of one or more firms, with a maximum compensation of \$2,000,000 each. In April 2018, the City Council authorized the City Manager<sup>1</sup> to negotiate and execute Master Agreements with five consultants for Capital Improvement Program services.

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.

## **ANALYSIS**

Staff engages the firms through issuance of negotiated service orders, based upon the authority granted by the Master Agreements. SWA Group's first service order was to create a Master Plan for three parks in the downtown area. The three parks were the existing Pellier Park and two future parks: North San Pedro Park, and Basset Park (working titles). The service order value was \$484,700 and required SWA Group to develop the Master Plans for Pellier, Bassett, and North San Pedro Parks.

Service Order #2 for \$58,990 authorizes Environmental Impact Reports for North San Pedro and Pellier Parks. The remaining balance in the Master Agreement is therefore \$206,310. Master Plans typically outline the functional goals of a project and offer sufficient specificity to support development of the related CEQA (California Environmental Quality Act).

Increasing the Master Agreement with SWA Group from \$750,000 to \$1,500,000 will allow the firm to support the Public Works Department in completing design on the three parks, support bid and award of construction contract(s), and provide construction administration support as needed. 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, PRNS believes that assigning the additional work to SWA Group is cost efficient. The firm will support design work based upon the knowledge gained from development of the 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.

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

### **EVALUATION AND FOLLOW-UP**

Staff will post the completed Master Plans for Pellier Park, North San Pedro Park, and Bassett Park on the PRNS website upon City Council approval of each plan.

During the design development process, staff will post project updates via existing social media accounts including PRNS Twitter account; Twitter@sjparksandrec.

### **PUBLIC OUTREACH**

This memorandum will be posted on the City's website for the October 22, 2019, City Council Agenda.

### **COORDINATION**

This memorandum and Contract Amendment have been coordinated with the City Manager'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 Council adopted consultant selection process and the provisions of the Local Business and Small Business Preference Ordinance.

### **COST SUMMARY/IMPLICATIONS:**

1. AMOUNT OF RECOMMENDATION: North San Pedro Parks \$750,000.
2. SOURCE OF FUNDING:
  - a. 375- Parks Subdivision Park Trust Fund.

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

HONORABLE MAYOR AND CITY COUNCIL

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**Subject: Extension of Master Agreement Services for SWA Group**

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**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 Nicolle Burnham, Deputy Director, at (408) 793-5514.