



Memorandum

TO: HONORABLE MAYOR
AND CITY COUNCIL

FROM: Jon Cicirelli

SUBJECT: SEE BELOW

DATE: June 2, 2021

Approved

Date

06/03/21

SUBJECT: AMENDMENT OF THE MASTER AGREEMENT WITH CALLANDER ASSOCIATES FOR LANDSCAPE ARCHITECTURE, ARCHITECTURE, ENVIRONMENTAL, AND ENGINEERING SERVICES

RECOMMENDATION

Authorize the City Manager to negotiate and execute a first amendment to the Master Agreement with Callander Associates for landscape architecture, architecture, environmental, and engineering consultant services, to increase the overall compensation from \$750,000 to \$831,000 and thereby enable the completion of active projects.

OUTCOME

Approval of the amendment for the consultant services will allow the City to continue to use Callander Associates to complete the following projects: Lincoln Glen Park construction support and Payne Avenue Park design.

BACKGROUND

On October 2, 2017, the Department of Parks, Recreation and Neighborhood Services (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 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.

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

The City Manager negotiated Master Agreements with the selected firms, including Callander Associates. Each agreement was for a five-year term. The five-year contract with Callander Associates began April 10, 2018 and will end April 30, 2023.

Callander Associates is working on two projects that require additional support and services to ensure successful project completion:

- Callander Associates was contracted via Service Order #1 for \$299,325 to prepare a Master Plan, construction documents and provide construction support services for Lincoln Glen Park. Construction of this playground is expected to be completed June 2021. Challenges to the shade structure poles and footings during construction required additional RFI reviews, drawings, and submittal reviews were required to complete the project.
- Callander Associates was contracted via Service Order #2 for \$286,530 to prepare a Master Plan, construction documents and provide construction support services for the Payne Avenue Park Master Plan. Additional community meetings were required to respond to community inquiries regarding the Master Plan, which is why additional capacity is now needed to complete the design and construction support services. This project is planned to be bid in September 2021.

ANALYSIS

Increasing the Master Agreement with Callander Associates from \$750,000 to \$831,000 will allow the Department to amend as follows:

- Service Order #1, Provision of additional RFI reviews, drawings, and submittal reviews to complete Lincoln Glen Park; and
- Service Order #2, Complete construction drawings and provide construction support services for Payne Avenue Park.

While the City could contract work to one of the other four consultants selected during the procurement process, the Department has concluded that completing the additional work with Callander Associates is cost efficient, due to the detailed knowledge Callander Associates already has regarding these projects. The firm will support project work based upon the knowledge gained from development of the design guidelines, Master Plans, the CEQA related work, construction activity and direct knowledge of community and staff input. By continuing with the same firm, a transition period and potential knowledge loss will not occur.

EVALUATION AND FOLLOW-UP

Staff will notify the community of the completion and opening of the Lincoln Glen Park playground.

Staff will return to the City Council for the award of construction project for Payne Avenue Park.

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PUBLIC OUTREACH/INTEREST

This memorandum will be posted on the City's website for the June 15, 2021, 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 Callander Associates 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: \$81,000
 - a. Lincoln Glen Park increase service order value by \$16,000.
 - b. Payne Avenue Park increase service order value by \$65,000.

2. SOURCE OF FUNDING:
 - a. 375 – Parks Subdivision Park Trust Fund.

Design and construction of Lincoln Glen Park and Payne Avenue Park are funded with the Parks Subdivision Park Trust Fund.

BUDGET REFERENCE

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

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Fund #	Appn #	Appn Name	Current Total Appn	Rec. Budget Action	2020-2021 Adopted Capital Budget Page	Last Budget Action (Date, Ord. No.)
375	422F	Payne Avenue Park Phase I	\$5,277,000	N/A	V-437	06/23/2020 Ord. No. 30437
375	409F	All-Inclusive Playground - Lincoln Glen	\$1,566,000	N/A	V-425	10/20/2020 Ord. No. 30494

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 nicolle.burnham@sanjoseca.gov.