



# Memorandum

**TO:** HONORABLE MAYOR  
AND CITY COUNCIL

**FROM:** Angel Rios, Jr.

**SUBJECT:** SEE BELOW

**DATE:** March 29, 2018

Approved

*D. D. S. L.*

Date

*3/29/18*

**SUBJECT: REPORT ON REQUEST FOR QUALIFICATION FOR COMPREHENSIVE CAPITAL IMPROVEMENT PROGRAM CONSULTANT SERVICES**

## RECOMMENDATION

- (a) Accept the report on the Request for Qualifications for comprehensive Capital Improvement Program consultant services.
- (b) Adopt a resolution authorizing the City Manager to negotiate and execute Agreements with Verde Design (Santa Clara, CA); Callander Associates (San José, CA); Sasaki, Walker, and Associates Group (San José, CA); Moore, Iacofano, Goltsman, Inc. (San José, CA); and LPA, Inc. (San José, CA) for Capital Improvement Program consultant services for a five-year term commencing on or about May 1, 2018 and ending on or about April 30, 2023, with maximum compensation not to exceed \$3,750,000.

## OUTCOME

Provide architectural, landscape architectural, environmental, planning, and engineering services to assist the Department of Parks, Recreation and Neighborhood Services (PRNS) with major Capital Improvement Program projects.

## BACKGROUND

PRNS currently manages over 150 active capital projects, from planning through post construction, to implement the approximately \$300 million, five-year Capital Improvement Program (CIP). The City receives Capital funding Construction and Conveyance taxes, as well as from residential land developers who pay fees in lieu of parkland dedication, to compensate for the increased demand on park amenities due to new development. Currently, there are at least

nine projects that have been funded through these developer fees; however, these projects have not been completed due to insufficient in-house staff to support them. These agreements will provide support to staff during peak work volume periods and on specialty projects.

On October 2, 2017, the City issued a Request for Qualifications (RFQ), and after reviewing proposals, selected a consultant pool of five (5) applicants to perform the various CIP master plans and studies over a five-year period, May 1, 2018 through April 30, 2023.

**ANALYSIS**

Staff released a Request for Qualifications (RFQ) for Comprehensive CIP Consultant Services through the City’s e-procurement system on October 2, 2017, and received the following eight (8) proposals:

- Callander Associates, San José, CA
- Gates & Associates, San Ramon, CA
- LPA, Inc., San José, CA
- Michael Painter Associates (MPA) Design, San Francisco, CA
- Moore, Iacofano, Goltsman (MIG), Inc., San José, CA
- Placeworks, Berkeley, CA
- Sasaki, Walker, and Associates (SWA) Group, San José, CA
- Verde Design, Santa Clara, CA

After determining that each proposal met the minimum qualifications in the RFQ, a five-member evaluation team independently evaluated and scored each proposal against the following criteria and weights: Résumés and Organizational Chart (25%), Planning and Design (40%), Methods Used to Achieve Success (25%), and Local and Small Business Preference (10%).

The final scores are in the tables shown below:

<b>Evaluation Criteria</b>	<b>Max Points</b>	<b>Verde Design</b>	<b>Callander Associates</b>	<b>Sasaki, Walker, and Associates (SWA) Group</b>	<b>Moore, Iacofano, Goltsman (MIG), Inc.</b>
Résumés and Organizational Chart	25	17.0	17.8	19.8	19.0
Planning and Design	40	30.3	28.6	36.0	30.2
Methods Used to Achieve Success	25	17.0	15.8	16.2	17.4
Local Business Enterprise	5	5.0	5.0	N/A	5.0
Small Business Enterprise	5	5.0	5.0	N/A	N/A
<b>Total</b>	<b>100</b>	<b>74.3</b>	<b>72.2</b>	<b>72.0</b>	<b>71.6</b>

Evaluation Criteria	Max Points	LPA, Inc.	Gates & Associates	Michael Painter Associates (MPA) Design	Placeworks
Résumés and Organizational Chart	25	17.4	17.3	17.7	17
Planning and Design	40	30.4	28.7	28.0	23.7
Methods Used to Achieve Success	25	16.6	16.3	14.7	19.3
Local Business Enterprise	5	5.0	N/A	N/A	N/A
Small Business Enterprise	5	N/A	N/A	N/A	N/A
<b>Total</b>	<b>100</b>	<b>69.4</b>	<b>62.3</b>	<b>60.4</b>	<b>60.0</b>

The City’s RFQ process includes a ten-day protest period that commenced when the City issued the Notice of Intended Award on February 20, 2018. No protests were received.

**Award Recommendation Summary:** Staff recommends awards to the following consultants, which were determined to be the best qualified service providers, per the evaluation criteria set forth in the RFQ:

- Verde Design (Santa Clara, CA)
- Callander Associates (San José, CA)
- Sasaki, Walker, and Associates (SWA) Group (San José, CA)
- Moore, Iacofano, Goltsman (MIG), Inc. (San José, CA)
- LPA, Inc. (San José, CA)

**Summary of Agreement:** The initial term of each consultant’s agreement will be for up to five years. Consultants shall provide comprehensive support for various PRNS projects. Services may include, but are not limited to Architectural, Landscape Architectural, Environmental, Planning, and/or Engineering Consultant services. All work performed under this agreement shall be authorized by a Service Order submitted by the City, providing project parameters and requirements including, but not limited to project descriptions, geographic limits, scopes of service, and schedules of deliverables and performance. In instances when the City requires consultants to work on site in city facilities, the City shall provide consultants a workspace with required equipment (e.g., computer, telephone, internet connection, etc.).

PRNS is requesting maximum compensation up to \$3,750,000 as follows:

Category	Amount
Currently Funded Projects	\$2,525,000
Anticipated projects	\$1,225,000
Total Maximum Compensation	\$3,750,000

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The \$3,750,000 maximum compensation requested covers the \$2,525,000 of projects currently funded as listed in the cost implications section of this memorandum. In addition, it covers \$1,225,000 of new projects anticipated to be funded over the next few years. This \$1,225,000 is roughly equivalent to five new master plan projects. Currently, in development of the Fiscal Year 2018-2019 budget process, new and ongoing projects such as Del Monte Phase III, North San Pedro Street closure, All-Inclusive Playground Concept Development, and the District 4 Dog Park are projects that would likely utilize these consultants' resources.

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

This memorandum will not require any staff follow up.

### **PUBLIC OUTREACH**

This memorandum will be posted on the City's website for the April 10, 2018 City Council Agenda.

### **COORDINATION**

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

### **COMMISSION RECOMMENDATION/INPUT**

No commission recommendation or input is associated with this action.

### **FISCAL/POLICY ALIGNMENT**

This action is consistent with the City's 2017-2018 Adopted Operating Budget City Services Areas Delivery Framework, "to serve, foster, and strengthen the community by providing access to lifelong learning, opportunities to enjoy life, and preserving healthy neighborhoods."

**COST SUMMARY/IMPLICATIONS**

Service orders will be issued on a per-project basis, in accordance with appropriation in the Capital budget. The following outlines the elements of the contracts.

1. AMOUNT OF RECOMMENDATION: Up to \$3,750,000
2. COST ELEMENTS OF AGREEMENTS/CONTRACTS:

<b>Description</b>	<b>Estimated Year One Cost</b>
Alma Park Master Plan	\$225,000
Baypointe Park Master Plan	\$200,000
Corporate Yard Study	\$350,000
Lake Cunningham Shoreline Study	\$250,000
Newbury Park Master Plan	\$275,000
North San Pedro Area Parks Master Plan	\$275,000
Pueblo de Dios Master Plan	\$275,000
Soccer Field Site Planning Phase	\$400,000
Spartan Keyes Master Plan	\$275,000
<b>Total</b>	<b>\$2,525,000</b>

3. SOURCES OF FUNDING: Various Capital Funds
4. FISCAL IMPACT: These awarded contracts will be 100 percent supported by Capital funding and will ensure the continuation of PRNS' long-term goal of providing excellent levels of service for parks, trails, and recreation amenities that meet the needs of each planning area in the city.

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**BUDGET REFERENCE**

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

Fund #	Appn #	Appropriation Name	Total Appn	Contract Amount	2017-2018 Adopted Capital Budget Page	Last Budget Action (Date, Ord. No.)
385	7817	Council District 7 Park Master Plan and Design	\$225,000	\$225,000	534	6/20/17, 29962
375	7795	Baypointe Interim Park Master Plan	\$211,000	\$200,000	681	10/17/17, 30014
398	7833	Park Yards Strategic Planning Study	\$350,000	\$350,000	650	6/20/17, 29962
462	7832	Lake Cunningham Shoreline Study	\$250,000	\$250,000	665	6/20/17, 29962
375	7793	Newbury Park Master Plan Design	\$152,000	\$143,000	678	10/17/17, 30014
380	7709	Watson Park Improvements	\$399,000	\$132,000	480	10/17/17, 30014
375	403L	North San Pedro Area Parks Master Plans	\$500,000	\$275,000	720	6/20/17, 29962
375	406W	Pueblo de Dios Master Plan	\$525,000	\$275,000	N/A	2/13/18, 30070
391	400K	Guadalupe Gardens Soccer Facility Feasibility Study Soccer Field Site Feasibility	\$30,000	\$30,000	746	10/17/17, 30014
471	400B	Guadalupe Gardens Soccer Facility	\$1,907,000	\$370,000	742	10/17/17, 30014
375	404R	Spartan Keyes Neighborhood Park Master Plan	\$275,000	\$275,000	724	6/20/17, 29962
				<b>\$2,525,000</b>		

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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 action.

/s/

ANGEL RIOS, JR.

Director of Parks, Recreation and  
Neighborhood Services

For questions please contact Nicolle Burnham, Deputy Director of the Capital Improvement Program, at (408) 793-5514.