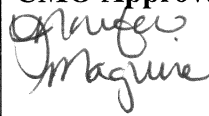


**CITY COUNCIL ACTION REQUEST**

<b>Department(s):</b> Public Works	<b>CEQA:</b> Not a Project, File No. PP17-002, Consultant services for design, study, inspection, or other professional services with no commitment to future action.	<b>Coordination:</b> PBCE, PRNS, CAO, CMO – Budget Office	<b>Dept. Approval:</b> /s/ Matt Cano
<b>Council District(s):</b> City-Wide			<b>CMO Approval:</b>  10-9-19

**SUBJECT: 9192-MASTER AGREEMENTS WITH CALLANDER ASSOCIATES LANDSCAPE ARCHITECTS, INC., ROYSTON HANAMOTO ALLEY AND ABEY, AND MEYER STUDIO LAND ARCHITECTS, AND RRM DESIGN GROUP FOR VARIOUS CITY FACILITY PROJECTS**

**RECOMMENDATION:**

Approve Master Agreements with Callander Associates Landscape Architects, Inc., Royston Hanamoto Alley and Abey, and Meyer Studio Land Architects, and RRM Design Group for landscape architectural services for various City projects from the date of execution through December 31, 2022, in an amount not to exceed \$750,000 for each master agreement.

**BASIS FOR RECOMMENDATION:**

The Department of Public Works maintains master agreements with landscape architecture firms to perform comprehensive landscape architectural design and/or construction management services for various City parks, trails and municipal facilities. Having these agreements in place provides staff with an increased capacity to respond quickly to the Department of Parks, Neighborhood and Recreation Services priority projects. Execution of these Master Agreements will support staff to advance development of capital projects that are highlighted in the 2019-2023 Capital Improvement Program Budget, including but not limited to the Overfelt Master Plan, Del Monte Phase III, Santana Park, and Ramac Park.

In April 2016, Public Works obtained four master agreements with landscape architectural firms for \$1,000,000 each and, with each one, the capacity of these agreements are almost fully utilized. Public Works anticipates a continued need for these services to augment the design and project management capacities of existing project management staff, as well as provide a resource for specialized landscape architectural design and construction projects such as universal playground design and master planning within the Department. As projects continue to be developed, staff analyzes the current and future workload to determine if future projects can be delivered utilizing in-house workforce. After evaluating the projected 2019-2023 CIP Budget workload, staff concluded that \$750,000 is the appropriate amount that is proportional to the anticipated consultant services that will be needed from these four firms. Staff therefore recommends entering into four agreements in the amount of \$750,000 each.

In August 2019, the City conducted a Request for Qualifications (RFQ) seeking qualified landscape architectural firms. Callander Associates Landscape Architects, Inc., Royston Hanamoto Alley and Abey, Myers Studio Land Architects and RRM Design Group were the top-ranked firms of the twelve who submitted Statements of Qualifications. Negotiations for the agreements concluded in September 2019. In the past, staff has worked with Callander Associates Landscape Architects, Inc. and Royston Hanamoto Alley and Abey and are familiar with their park planning expertise. The other two top ranked firms have a substantial amount of experience on various park projects throughout the Bay Area.

Under the proposed master agreements, consultant services will be initiated by authorized service orders detailing the specific scope of services, schedule and compensation along with the appropriate funding source(s) for the project. Sole selection of the consultant for the service orders will be based on the proposed consultant costs, and proposed schedule of completion.

**COST AND FUNDING SOURCE:**

No funding is needed to approve master agreements. Funding sources will be identified in the service orders issued to the firms as detailed scope are defined and cost and schedules are negotiated.

**FOR QUESTIONS CONTACT:** Michael O'Connell, Deputy Director of Public Works 408-535-8300