



Memorandum

TO: HONORABLE MAYOR
AND CITY COUNCIL

FROM: Matt Loesch

SUBJECT: See Below

DATE: April 27, 2026

Approved  Date: 5/6/26

COUNCIL DISTRICT: Citywide

SUBJECT: Second Amendment to the Master Agreement with RRM Design Group for Landscape Architectural Services

RECOMMENDATION

Approve the Second Amendment to the Master Agreement between the City of San José and RRM Design Group to:

- (a) Extend the agreement term from June 30, 2026, to December 31, 2028; and,
- (b) Adopt the new Schedule of Rates and Charges for the sole purpose of completing the 9091-PARK: Columbus Park Project.

SUMMARY AND OUTCOME

Approval of the Second Amendment will allow the City to continue utilizing RRM Design Group (RRM) to provide landscape architectural services for the 9091-PARK: Columbus Park Project (Project). The amendment extends the City’s ongoing relationship with RRM for support in administering the design, environmental review, bid and award, and construction phases of the Project, consistent with the approved Columbus Park Revitalization Plan.

BACKGROUND

On November 19, 2019, the City Council approved a master agreement with RRM for landscape architectural consulting services, with a total maximum compensation of \$750,000 and an original term ending December 31, 2022. The master agreement was procured through a request for qualifications process.

On December 6, 2022, City Council approved the first amendment to the master agreement to support the expanded project scope, extending the agreement term to June 30, 2026, increasing the maximum total compensation to \$1,250,000, and updating the Schedule of Rates and Charges to reflect the 2022–2023 rate structure.

The first service order under the master agreement was approved in July 2021 to allow staff to utilize RRM for master planning, design, bid support and construction administration support services associated with the Project. As the Project progressed through master planning, additional scope was added, including environmental review and preparation of the California Environmental Quality Act documentation, and the service order was amended with additional services resulting in a total fee of \$1,250,000, the maximum amount for the master agreement. The first amendment to the service order was approved in July 2023.

The Project is currently in design and is anticipated to be completed by November 2026, with construction expected to conclude in April 2028. These timelines extend beyond the current June 30, 2026 expiration date of the master agreement.

ANALYSIS

The master agreement is currently utilized exclusively for the Project. The Project is anticipated to reach key milestones over the next 24 months, including design completion in November 2026 and start of construction in May 2027.

The scheduled completion for Project design extends beyond the June 30, 2026 expiration of the master agreement. Additionally, the Project is estimated to take 221 working days, with completion expected in spring 2028. As the engineer of record for the construction documents, RRM is needed to provide construction administration services throughout the construction phase. These services include providing assistance, responding to contractor requests for information, reviewing material submittals, resolving any unforeseen field conditions, and ensuring the Project is constructed according to contract documents.

If the second amendment is not approved, the existing master agreement with RRM will expire prior to completion of the Project, and the remaining services under the current service order cannot be completed under the master agreement. This would likely result in significant project delays and increased costs. Approval of the second amendment will allow the City to maintain continuity of services, support timely Project delivery, and ensure completion of the Project through construction.

In addition, approval of the updated Schedule of Rates and Charges ensures that compensation remains aligned with current professional service rates, allowing the City

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to retain the consultant's expertise and maintain consistency through completion of the Project.

EVALUATION AND FOLLOW-UP

No additional follow-up action with City Council is expected at this time.

COST SUMMARY/IMPLICATIONS

This amendment does not modify the maximum total compensation under the master agreement. There is no additional cost associated with this amendment.

COORDINATION

This memorandum has been coordinated with the City Attorney's Office, City Manager's Budget Office, Parks, Recreation, and Neighborhood Services Department and the Planning, Building, and Code Enforcement Department.

PUBLIC OUTREACH

This memorandum will be posted on the City Council Agenda website for the May 19, 2026 City Council meeting. No additional public outreach is required for this contractual action.

BOARD, COMMISSION, COMMITTEE RECOMMENDATION AND INPUT

No board, commission, or committee recommendation or input is associated with this action.

CEQA

Not a Project, File No. PP17-003, Agreements/Contracts (New or Amended) resulting in no physical changes to the environment.

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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/

MATT LOESCH

Director, Public Works

For questions, please contact Sal Kumar, Deputy Director, Public Works Department, at sal.kumar@sanjoseca.gov.