

REPORT OF GENERAL MANAGER

APPROVED

NO. 06-16

DATE January 18, 2006

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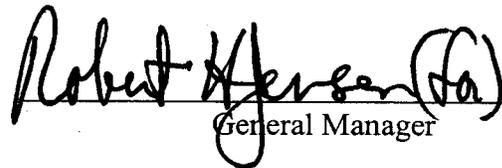
C.D. ALL

BOARD OF RECREATION
and PARK COMMISSIONERS

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: AMENDMENT NO. 2 TO CONSULTANT CONTRACT NO. 3029 WITH
WITHERS & SANDGREN, LTD., FOR AS-NEEDED LANDSCAPING
ARCHITECTURAL DESIGN SERVICES

J. Combs	_____	J. Kolb	_____
H. Fujita	_____	F. Mok	_____
S. Huntley	_____	K. Regan	_____
B. Jensen	_____	*M. Shull	<u>ms</u> _____



 General Manager

Approved _____ Disapproved _____ Withdrawn _____

RECOMMENDATION:

That the Board:

1. Approve Amendment No. 2, substantially in the form attached, to Contract No. 3029, with Withers & Sandgren, Ltd., extending the term of the contract by three years for a new total of nine years and increasing the contract amount by \$300,000.00 from \$600,000.00 to \$900,000.00, subject to approval of the Mayor, the City Council, and the City Attorney as to form;
2. Find that the Department does not have, available in its employ, personnel with sufficient time or the necessary expertise to undertake these specialized professional tasks in a timely manner, and, it is more feasible, economical and in the Department's best interest, to secure these services by contract;
3. Direct the Board Secretary to transmit the proposed Amendment to the Mayor in accordance with Executive Directive No. 3, and concurrently to the City Attorney for review as to form; and,
4. Upon receipt of necessary approvals, authorize the President and Secretary of the Board to execute the Amendment.

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SUMMARY:

On September 5, 2001, the Department entered into a personal services contract with Withers, Sandgren & Smith, Ltd., for as-needed landscaping architectural design services. The term was for six (6) years, expiring on September 4, 2007, and the amount was for \$600,000.00. Amendment No. 1, which changed the name to Withers & Sandgren, Ltd., was executed on May 5, 2004.

The firm has been working on or is scheduled to work on several Department projects including, but not limited to the following: Elysian Park Master Plan and Taylor Yard Project – Phase II. At this time, the consultant has been assigned work that will extend beyond the current term of the contract.

The Department does not have available personnel to perform these specialized professional tasks in a timely manner due to the existing demand on staff workload, therefore, making it impossible to meet other project requirements and deadlines. This Amendment also incorporates a new hourly rate schedule. The adjustment in yearly hourly rates from 2008 through 2010 is an acceptable industry practice and conforms to normal cost of living adjustments. This Amendment will allow this consultant to continue working on the various projects through completion of the projects.

This Amendment is recommended in compliance with all Department and City procedures, policies and laws applicable to the award of the contracts. Principals of the firm are not employees or officials of the City; are free to make recommendations or perform the services specified in the contract; and have no authority, with respect to the City's decisions relating to the project, beyond fulfilling the provisions of the Amendment.

FISCAL IMPACT STATEMENT:

All compensation to the consultant is provided in the funding of each individual project that the firm works on; therefore, there will be no decrease in revenue or increase in costs to the City General Fund.

Prepared by Gino Ogtong, Management Analyst II, Planning and Development.