



REPORT TO COUNCIL

City of Sacramento

915 I Street, Sacramento, CA 95814-2604
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CONSENT
 October 17, 2006

Honorable Mayor and
 Members of the City Council

Title: On-Call Project Management Consultant Services for Park Projects

Location/Council District: Citywide

Recommendation: Adopt a **Resolution:** 1) authorizing the City Manager to contract with the firms on the On-Call Project Management Consultant Services List for Park Projects for a cumulative total not to exceed \$200,000 per firm for the life of the list (January 18, 2006 to January 17, 2008).

Contact: J.P. Tindell, Interim Planning and Development Manager, 808-1955

Presenters: Not applicable

Department: Parks and Recreation

Division: Park Planning, Design & Development

Organization No: 4727

Description/Analysis

Issue: On January 17, 2006, Resolution No. 2006-042 approved the On-Call Project Management Consultant Services for Park Projects and authorized the City Manager to contract with the firms on the list to provide project management for park projects with budgets up to \$2,000,000 from January 18, 2006, to January 17, 2008, with the option of extending the services to January 17, 2009.

When the On-Call Project Management Consultant Services for Park Projects list was approved, no limits on contract services were established. Since the list was approved by City Council in January 2006, contracts with those firms on the list have cumulatively exceeded \$100,000; eight contracts have been negotiated for project management services totalling \$283,170.

Policy Considerations: Providing parks and recreation facilities is consistent with the City's strategic plan to enhance liveability in Sacramento's

neighborhoods by expanding park and recreation facilities throughout the City.

Committee/Commission Action: Not applicable.

Environmental Considerations: The adoption of this list is “not a project” as defined by Section 15378 of the California Environmental Quality Act Guidelines. The recommended action involves no physical construction and has no potential to cause a significant impact to the environment.

Rationale for Recommendation: To comply with the City Auditor’s recommendations in his April 2006 report to the City Council (recommendation 2.0, increasing departmental oversight), to ensure compliance with City Code, and to conform to prudent business practices, the Department is clarifying contract limits for project management inspection services. Based on the projected schedule of park projects for this fiscal year, staff requests that the City Council approve contract services with those on the On-Call Project Management Consultant Services for Park Projects list, based on negotiated contracts, not to exceed a total of \$200,000 per consultant from January 18, 2006 to January 17, 2008. Should a firm exceed the total of \$200,000 per consultant, staff will return to the City Council for approval of additional contract services. Each project management contract awarded will be covered under a professional services agreement. Projects are rotated and distributed based upon availability of the consultants. Should the option of extending the consultant services to January 17, 2009 be exercised, staff will return to the City Council to establish an increased contract services limit.

Financial Considerations: The costs expended under the service agreements will be funded through each park project’s Capital Improvement Program (CIP) budget. Park projects typically have a budget size up to \$2,000,000 which can adequately fund these contracts. Individual contracts with the consultants on the list have ranged from \$11,000 to \$50,000 since the On-Call Project Management Consultant Services for Park Projects list was approved.

Emerging Small Business Development (ESBD): The selection of consultants for this list follows City established guidelines for inclusion of ESBD firms. Three of the four consultants participate as an ESBE; The Zahn Group does not qualify as an ESBE firm.

Respectfully Submitted by: 
ROBERT G. OVERSTREET II
Director of Parks and Recreation

Recommendation Approved:


RAY KERRIDGE
City Manager

Table of Contents:

Report	pg. 1
Attachments	
1 Background Information	pg. 4
2 Draft Resolution	pg. 5

Attachment 1**Background Information**

The On-Call Project Management Consultant Services list for Park Projects has allowed staff to better manage the increasing workload of park development projects throughout the City. Currently, the City employs four landscape architect project managers. The current pace of park development growth in the City combined with the success of the Department's Resource Development Team in securing grant funded park projects has stretched the capacity of staff to meet project delivery schedules. The On-Call Project Management consultants will be utilized on an "as needed" basis to augment existing City staff.

On October 10, 2005, a *Request for Qualifications* was issued by the Department of Parks and Recreation for on-call project management consultant services for park projects. The document was advertised on the City's Internet site and the City's Office of Small Business Development's website.

The City received seven proposals which were reviewed. Four firms were interviewed and selected as each firm has strengths the City can utilize. These four firms comprise the On-Call Project Management Consultant Services list for park projects: Akiyama Associates; Hollingshead, Matsuoka, and Associates; Stantec; and The Zahn Group. Three of the four consultants participate as Emerging Small Business Enterprises (ESBE); The Zahn Group does not qualify as an ESBE firm. Services will be used by the City on an as-needed basis for a period of two years (January 18, 2006 – January 17, 2008) with the option to continue for one additional year (January 17, 2009). The City reserves the right to consider any firm on the on-call list for future projects.

Capital improvement projects assigned to consultants will require an agreement to be approved for each project. The costs expended under the service agreements will be funded through each capital improvement project's budget. Consultant services agreements will be negotiated individually based on the size and complexity of the project.

RESOLUTION NO. 2006-

Adopted by the Sacramento City Council

October 17, 2006

**ON-CALL PROJECT MANAGEMENT CONSULTANT SERVICES
FOR PARK PROJECTS**

BACKGROUND

- A. The introduction of an On-Call Project Management Consultant Services List for Park Projects allows staff to better respond to the increasing workload of park development projects throughout the City.
- B. Resolution 2006-042 approved the On-Call Project Management Consultant Services List for Park Projects, which included 1) Akiyama Associates, 2) Hollingshead, Matsuoka, and Associates, 3) Stantec, and 4) The Zahn Group. In addition, it authorized the City Manager to contract with the firms on the On-Call Project Management Consultant Services list to provide project management for park projects with budgets up to \$2,000,000 from January 18, 2006, to January 17, 2008, with the option of extending the services to January 17, 2009.
- C. To comply with the City Auditor's recommendations in his April 2006 report to the City Council, to ensure compliance with City Code, and to conform to prudent business practices, the Department is setting dollar amount limits on the contract services provided by project management firms through the On-Call Project Management Consultant Services List for Park Projects.

**BASED ON THE FACTS SET FORTH IN THE BACKGROUND, THE CITY COUNCIL
RESOLVES AS FOLLOWS:**

- Section 1. The City Manager is authorized to contract with the firms on the On-Call Project Management Consultant Services List for Park Projects for a cumulative total not to exceed \$200,000 per firm for the life of the list (January 18, 2006 to January 17, 2008).