REPORT TO COUNCIL
City of Sacramento

915 I Street, Sacramento, CA 95814-2671
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Continued from 1-5-06

Consent

January 17, 2006

Honorable Mayor and
Members of the City Council

Subject: On-Call Project Management Consultant Services List for Park Projects

Location/Council District: Citywide

Recommendation: Adopt a Resolution: 1) approving the On-Call Project Management Consultant Services list for park projects; and 2) authorizing 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 6, 2006 to January 5, 2008 with the option of extending the services to January 5, 2009.

Contact: Janet Baker, Park Development Manager, 808-8234

Presenters: None

Department: Parks & Recreation

Division: Park Planning, Design & Development

Organization No: **4727**

Summary:

Staff recommends approving the On-Call Project Management Consultant Services list for park projects and authorizing the City Manager to contract with said firms in order to provide project management services for park projects. Typical park projects would range in budget size from $250,000 to $2,000,000. Capital improvement projects assigned to consultants will require an agreement to be approved for each project. Consultant services agreements for individual park projects would typically be no higher than $100,000.

Committee/Commission Action:

None.

Background Information:

The introduction of an On-Call Project Management Consultant Services list for Park Planning, Design and Development will allow 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 would be able to 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 6, 2006 – January 5, 2008) with the option to continue for one additional year (January 5, 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.

Financial Considerations:

The costs expended under the service agreements will be funded through each capital improvement project's budget. Consultants may have multiple assignments; projects would typically range in budget size from $250,000 to $2,000,000. Consultant services agreements will be negotiated individually based on the size and complexity of the project. Agreements over $100,000 will be brought to the City Council for consideration and approval consistent with City procurement policy.

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.

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 facilities throughout the City.

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 & Recreation

Recommendation Approved:

_____
for RAY KERRIDGE
Interim City Manager

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RESOLUTION NO. 2006-XXXX

Adopted by the Sacramento City Council

January 5, 2006

APPROVING THE ON-CALL PROJECT MANAGEMENT CONSULTANT SERVICES LIST FOR PARK PROJECTS AND AUTHORIZING THE CITY MANAGER TO CONTRACT WITH THE FIRMS ON THE ON-CALL PROJECT MANAGEMENT CONSULTANT SERVICES LIST TO PROVIDE PROJECT MANAGEMENT FOR PARK PROJECTS UP TO $2,000,000 FROM JANUARY 6, 2006 TO JANUARY 5, 2008 WITH THE OPTION OF EXTENDING THE SERVICES TO JANUARY 5, 2009.

BACKGROUND:

A. 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.

B. The City reviewed the proposals, interviewed identified firms, and then selected firms. The project management services will be used by the City on an as-needed basis for a period of two years (January 6, 2006 – January 5, 2008) with the option to continue for one additional year (to January 5, 2009).

C. The approval of the list is necessary to continue to steadily meet our park production goals.

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

Section 1. Approves the On-Call Project Management Consultant Services List for Park Projects: 1) Akiyama Associates, 2) Hollingshead, Matsuoka, and Associates, 3) Stantec, and 4) The Zahn Group.

Section 2. Authorizes 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 6, 2006 to January 5, 2008 with the option of extending the services to January 5, 2009.