



# Memorandum

**TO:** HONORABLE MAYOR AND  
CITY COUNCIL

**FROM:** Albert Balagso

**SUBJECT:** SEE BELOW

**DATE:** 04-21-08

Approved

Date

4-24-08

**COUNCIL DISTRICT:** City-Wide

**SNI AREA:** N/A

**SUBJECT: MASTER AGREEMENT WITH CALLANDER ASSOCIATES  
LANDSCAPE ARCHITECTURE, INC. FOR PROJECT DESIGN AND MANAGEMENT  
FOR VARIOUS CITY AQUATICS FACILITY PROJECTS**

## RECOMMENDATION

Approval of a consultant master agreement with Callander Associates Landscape Architecture, Inc. for project design and management for aquatics facility projects from the date of execution through December 31, 2010, in an amount not to exceed \$500,000.

## OUTCOME

Approval of the master agreement will allow the Department of PRNS to prepare feasibility and site selection studies with the services of a qualified aquatics consultant team to implement recommendations in the Council-approved City-Wide Aquatics Master Plan.

## BACKGROUND

In August 2007, the City Council approved the City-Wide Aquatics Master Plan, which recommended a 15-year implementation strategy to create a quality Aquatics Program. The Council also approved a capital reserve in the amount of \$500,000 in each district's Construction and Conveyance Tax Fund (C&C) to support the City-Wide Aquatics Program.

In adopting the FY 2007-08 budget, the City Council fully funded the short-term objectives outlined in the Aquatics Master Plan, which include feasibility studies in both South and North San José. On January 22, 2008, PRNS issued a Request for Proposals (RFP) for consultant teams with expertise in preparing site selection, feasibility studies and master plans for aquatics

facilities. The estimated start date of the agreement is June 2008 with completion on December 31, 2010.

Under this agreement, consultant services will be initiated by authorized service orders specifying the services to be performed, the schedule, and the compensation. Services will be tailored to complement City staff expertise, which will enable effective application of in-house resources in the most efficient manner.

### **ANALYSIS**

The design of aquatics facilities is a specialty area that falls outside the skills and experience of in-house City staff. Staff anticipates moving forward with the following feasibility studies for aquatics facilities within the next year:

- District 2 Feasibility Study to identify suitable sites for a medium family aquatics center.
- District 4 Feasibility Study to identify suitable sites for a large family aquatics center.

PRNS staff seeks to streamline project delivery and ensure consistent quality by hiring one highly-qualified firm to provide consulting services for feasibility-level aquatics studies. The scope of work under the master agreement also includes, but will not be limited to, providing project management, site selection studies, feasibility studies, conceptual programming and layouts and master plans for aquatics facilities. The scope also includes coordination with regulatory agencies, presentation of findings at public hearings, schedules and cost estimates for various aquatics facilities.

Feasibility level studies may include facility programming, assessing site specific opportunities and constraints, cost estimates and permit recommendations. Studies may compare the cost and benefits of renovating or expanding facilities owned by other agencies against developing a new pool. The scope of services may also include producing opinions of cost and revenue projections for operating and maintaining future aquatics facilities.

Callander Associates Landscape Architecture, Inc. is a consulting firm with extensive experience preparing feasibility studies, site selection studies and master plans for local projects. The firm's consulting team includes the firm of Counsilman Hunsaker, a nationally renowned aquatics design firm. Both firms have a proven track record of excellence completing City projects on time and on budget.

Under this master agreement, consultant services shall 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. Consultant services will be tailored to complement City staff expertise to ensure efficient and effective project delivery.

Staff began a consultant selection process in January 2008 with a Request for Proposals (RFP). The City received five responses to the RFP, and all five firms were selected for an interview. The selection criteria were based on the following:

- Qualifications of the lead personnel of the firm
- Qualifications of the subconsultants
- Firm's experience with a variety of feasibility studies, aquatics studies and master plans for local projects
- Classification as local/small firm per Council policy.

On February 25, 2008, the Departments of Parks, Recreation and Neighborhood Services and Public Works along with a panel member from the East Side Union High School District interviewed the five firms. The top-ranked firm was selected for contract negotiation.

**Consulting Firms Ranked List Determined by the Interview Board:**

1	*Callander Associates
2	Arch Pac
3	*Verde Design, Inc.
4	MPA Design
5	Randall Planning and Design, Inc.

\*These firms received extra points for being qualified as both local and small firms.

**EVALUATION AND FOLLOW-UP**

Studies and projects prepared by the consultant as a result of this action will be tracked and reported in the City-Wide Capital Improvement Program and SNI Projects Status Report.

**PUBLIC OUTREACH/INTEREST**

- Criterion 1:** Requires Council action on the use of public funds equal to \$1 million or greater. **(Required: Website Posting)**
- Criterion 2:** Adoption of a new or revised policy that may have implications for public health, safety, quality of life, or financial/economic vitality of the City. **(Required: E-mail and Website Posting)**
- Criterion 3:** Consideration of proposed changes to service delivery, programs, staffing that may have impacts to community services and have been identified by staff, Council or a Community group that requires special outreach. **(Required: E-mail, Website Posting, Community Meetings, Notice in appropriate newspapers)**

Not applicable. This memorandum will be posted on the City's website for the May 6, 2008 Council agenda. Also, a Request for Proposals was advertised on the City's Internet Bid Hotline.

### **COORDINATION**

This memorandum has been coordinated with the Department of Public Works, the City Manager's Office, the City Attorney's Office, Council District 2 Office, Council District 4 Office, and the City Manager's Budget Office.

### **COST SUMMARY/IMPLICATIONS**

1. AMOUNT OF RECOMMENDATION: None
2. COST OF AGREEMENT: \$500,000
3. SOURCE OF FUNDING: Various Capital Funds, encumbered at the time the individual service order is processed

### **BUDGET REFERENCE**

Expenditures and encumbrances will be charged to capital appropriations identified upon issuance of service orders under this master agreement.

### **CEQA**

CEQA: Not a project.

  
ALBERT BALAGSO  
Director of Parks, Recreation  
and Neighborhood Services

For questions, please contact MARYBETH CARTER, SENIOR LANDSCAPE ARCHITECT, at (408) 793-4183.