



COUNCIL AGENDA: 06-21-05
ITEM: 2.16

Memorandum

TO: HONORABLE MAYOR AND
CITY COUNCIL

FROM: Sara L. Hensley

SUBJECT: SEE BELOW

DATE: 05-31-05

Approved

Date

6/07/05

Council Districts: Various
SNI: N/A

**SUBJECT: MASTER AGREEMENT WITH LSA ASSOCIATES, INC. FOR VARIOUS
PARKS AND RECREATION PROJECTS**

RECOMMENDATION

Approval of a Master Agreement with LSA Associates, Inc. for environmental planning, preparation of initial studies and environmental clearance applications for various parks and recreation projects from the date of execution through June 30, 2008, in an amount not to exceed \$500,000.

BACKGROUND

Parks, Recreation and Neighborhood Services (PRNS) staff manages the effort for compliance with the California Environmental Quality Act (CEQA) and other applicable environmental laws for park and recreation projects as part of their master plan approval process. PRNS staff seeks to streamline project delivery and ensure consistent quality by hiring one firm to provide environmental consulting services for park and recreation projects. The estimated start date of the agreement is June 2005, with completion in June 2008.

ANALYSIS

The recommended action will streamline the environmental clearance effort for park and recreation master plan projects during the Feasibility Phase of the project when scope of the project and budgets are being refined. The support of outside consultants allows staff to prepare budget estimates quickly and complete the Feasibility Phase of the project earlier, thus shortening overall delivery time. In addition, the quality of environmental consulting services

will be consistent by using one consultant for multiple recreation projects over the next three years.

Staff anticipates moving forward with the following master plans for park projects within the next six months:

- Alviso Park Expansion Master Plan
- Council District 3 Skate Park Master Plan
- Council District 3 Dog Park Master Plan
- Falls Creek Park Master Plan.

PRNS staff conducted a formal Request for Qualifications (RFQ) process in fall 2004 to pre-qualify professional consulting firms for environmental services for park and recreation projects. A total of six consultant firms submitted a Statement of Qualifications. Upon completion of the evaluation process, a pool of four qualified firms was developed. Of the pre-qualified firms, LSA Associates, Inc. was the top-ranked consultant. The consultant pool list was established in accordance with the current City and Department of Public Works policy for retaining professional services.

LSA Associates, Inc. is an environmental consulting firm with extensive experience working on a variety of projects in San José, such as the *Market/Center EIR*, *Downtown Strategy EIR* and the *Strong Neighborhoods Initiative EIR*. The firm also has experience working on park recreation projects with agencies such as the California Department of Parks and Recreation and the Santa Clara County Parks and Recreation Department. The firm has a proven track record of excellence completing recreation projects on time and on budget.

The scope of work under the master agreement includes, but will not be limited to, providing project management, impact studies, environmental planning, environmental clearances, coordination with regulatory agencies, presentation of CEQA findings at public hearings, schedules, cost estimates, mitigation plan documents, construction observation, and technical support during construction for various recreation projects.

Under this master agreement, project 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. Where possible, staff will encourage local subconsultant participation with the consultants.

OUTCOMES

Approval of the master agreement with LSA Associates, Inc. will streamline project delivery and ensure consistent quality environmental consulting services during the feasibility phase of park and recreation projects.

PUBLIC OUTREACH

PRNS staff conducted a formal Request for Qualifications (RFQ) process in fall 2004 to pre-qualify professional consulting firms for environmental services for various recreation projects. Outreach to the consultant community included advertisement on the City of San José's Bid Hotline.

In accordance with the Qualifications Based Consultant Selection Policy, staff successfully negotiated master agreement terms with the top-ranked Environmental Consulting firm, LSA Associates, Inc. The remaining interviewed consultants have been notified of their rankings and staff recommendation of approval of this master agreement with LSA Associates, Inc.

COORDINATION

This memo has been coordinated with the City Attorney's Office, the City Manager's Budget Office, the Department of Public Works and the Department of Planning, Building and Code Enforcement.

COST IMPLICATIONS

Funding in the amount of \$500,000 needed to support approval of the master agreement will be provided by each project budget for various recreation projects as service orders are written under the master agreement.

CEQA

Not a project.



SARA L. HENSLEY
Director of Parks, Recreation
and Neighborhood Services