



PUBLIC WORKS DEPARTMENT

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CITY COUNCIL STAFF REPORT

Meeting: December 7, 2021

Subject

Consider a second amendment to Agreement 149, a Master Agreement between the City of Cupertino and CSG Consultants, Inc. for consultant Construction Management services for various capital improvement projects.

Recommended Action

Authorize the City Manager to execute the Second Amendment to Agreement 149, a Master Agreement between the City of Cupertino and CSG Consultants, Inc., increasing the appropriation by \$200,000, for a total appropriation of \$738,045.

Background

In October 2020 the City entered into a Master Agreement with CSG Consultants, Inc. to provide Construction Management services for various capital projects for approximately two years. That Master Agreement included a fiscal cap of \$500,000, requiring Service Orders issued for individual Capital Improvement Programs (CIP) projects to cumulatively total no more than that amount.

On June 1, City Council authorized the First Amendment to the Master Agreement, which provided an increase of \$38,045 to fund higher than expected needs of the Regnart Creek Trail Project, resulting in a revised fiscal cap (not-to-exceed) of \$538,045.

Discussion

The CIP Division has been understaffed in relation to the number of CIP projects in the overall program. Additionally, depending on the type of project, construction management oversight is essential in ensuring a project is completed to the standards and quality expected of City initiated construction. Therefore, the City has historically contracted for construction management services to:

- 1) Reduce workloads on project managers so as to provide them the ability to handle multiple projects;
- 2) Help with construction quality assurance and compliance; and
- 3) Minimize the need to hire internal construction manager(s) staffing.

CSG Consultants, Inc. has provided construction management support for the Stevens Creek Boulevard Bike Lane Improvements - Phase 1, Blackberry Farms Safety Net Evaluation, and Bubba Road Separated Bikeways Improvement Projects, as well as support for Memorial Park Ponds planning. CSG Consultants, Inc. continues to deliver construction management services for the Regnart Creek Trail and Regnart Creek Privacy Fencing Projects. Service orders for these projects have nearly exhausted the current fiscal capacity of the Master Agreement.

CSG Consultants, Inc. has performed well and has been an important part of the project team for the projects listed above. CSG Consultants, Inc.'s Master Agreement expires in December 2022, and an increase in the Master Agreement compensation cap will allow the City to continue to utilize CSG Consultants Inc.'s construction management services for current and upcoming CIP projects.

Approval of this amendment will provide the additional contract authority to timely and efficiently deliver capital projects. The cost to provide construction management services are included in authorized CIP project budgets. No new appropriations are required to approve this amendment.

Sustainability Impact

No direct sustainability impacts. Organizational capacity to handle multiple projects in the Capital Improvement Program is critical to execute planned sustainability improvements to City facilities, such as improving energy efficiency and reducing greenhouse gas emissions.

Fiscal Impact

No appropriation is required for this action. The necessary funds will be encumbered from each CIP project budget. There is no additional fiscal impact caused by approving this Second Amendment.

Prepared by: John Raaymakers, Capital Improvement Programs Project Manager

Reviewed by: Chad Mosley, Assistant Director of Public Works

Reviewed by: Dianne Thompson, Assistant City Manager

Approved by: Greg Larson, Interim City Manager

Attachments:

A – Second Amendment to Agreement 149 between the City of Cupertino and CSG Consultants, Inc.