



PUBLIC WORKS DEPARTMENT

CITY HALL

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CITY COUNCIL STAFF REPORT

Meeting: January 21, 2020

Subject

First amendment to Agreement 2018-006, a Master Agreement between the City of Cupertino and CSG Consultants, Inc. for consultant construction management services on various capital improvement projects. No additional budget appropriations are needed.

Recommended Action

Approve and Authorize City Manager to execute the First Amendment to Agreement 2018-006, a Master Agreement between the City of Cupertino and CSG Consultants, Inc., extending the term for one year to June 30, 2021 and increasing the compensation by \$300,000 for a total compensation of \$800,000.

Background

On April 17, 2018 the City Council authorized a Master Agreement with CSG Consultants, Inc. (CSG) for the performance of construction management (CM) services in an amount not to exceed \$500,000 for a term of approximately two years. This Master Agreement established a menu of typical services performed for the administration and management of Capital Improvement Program (CIP) contracts. Project specific services were authorized on a project-by-project basis by the issuance of a service order, and those services were funded directly from the appropriate project budget. This agreement will expire on June 30, 2020. With the assistance of CSG, the City has completed the following projects:

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Project	Budgeted Amount for CM Services	Actual Expenditures for CM Services
McClellan Road Separated Bikeway - Phases 1A and 1B	\$199,060	\$178,804
McClellan Sidewalk Improvements - Phase 2	\$146,360	\$142,700
Byrne Avenue Sidewalk (currently under construction)	\$139,100	\$25,957
Senior Center ADA Sidewalk (currently under discussion)	\$12,040	0

Discussion

The CIP for FY 2019/20 included numerous projects that are funded for design and construction. Like past years, several of these projects exceed the capacity of City staff to perform all aspects of CM. Accordingly, the Public Works Department relies on consultant services retained through a qualifications-based process to augment City staff as needed.

For the current Master Agreement with CSG staff completed a qualifications-based selection process in February 2018 in accordance with State and City codes. For this selection process, nine Statements of Qualification were received from firms within the Bay Area. These statements were evaluated for relevant skills and experience, resulting in a list of nine qualified consultants. In December 2019 this process was repeated resulting in another list of nine qualified consultants for CM services. CSG is on the current list, is familiar with the City, and has done a good job on projects assigned to date. Acknowledging that CM services will be needed to effectively and efficiently carry out current and future CIP's without delay, an amendment to the existing agreement is needed.

The following projects have been identified for CSG services:

Project	Budgeted Amount for CM Services
McClellan Road Separated Bikeway - Phase 2	\$120,000
Stevens Creek Boulevard Separated Bikeway Improvements Phase 1	\$130,000

Orange Avenue Sidewalk	\$50,000 (<i>partial funded</i>)
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Approval of this amendment will provide the additional contract authority to timely and efficiently deliver capital projects. CM services have already been budgeted and authorized in the current CIP.

CEQA Exemption

City staff has independently studied the First Amendment to Agreement 2018-006 and has determined that it is exempt from environmental review pursuant to the exemption in Title 14-California Code of Regulations, §15061(b)(3) and §15378, in that it can be seen with certainty that there is no possibility that this action will have a significant effect on the environment because approval of this contract amendment is an administrative action and does not involve approval of any specific project that may have a significant effect on the environment. Each project of the CIP will be evaluated for the application of CEQA to it and, as applicable, each project will conduct the appropriate level of environmental analysis.

Sustainability Impact

Not applicable

Fiscal Impact

No appropriation is required for this action. Subject to Council approval of this First Amendment to the Master Agreement between the City and CSG, the requisite funds will be encumbered from each CIP project budget. There is no additional fiscal impact caused by approving this First Amendment.

Prepared by: Michael Zimmermann, CIP Manager

Reviewed by: Roger Lee, Director of Public Works Department

Approved for Submission by: Deb Feng, City Manager

Attachments:

A – First Amendment to Master Agreement 2018-006 for Construction Management Services with CSG Consultants Inc

B – Master Agreement 2018-006 for Construction Management Services with CSG Consultants, Inc.