

REPORT OF GENERAL MANAGER

APPROVED

NO. 07-31

DATE February 7, 2007

FEB 07 2007
BOARD OF RECREATION
and PARK COMMISSIONERS

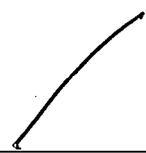
C.D. ALL

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: AMENDMENT TO CONSULTANT CONTRACT NO. 3046 WITH MIA LEHRER AND ASSOCIATES FOR AS-NEEDED LANDSCAPE ARCHITECTURAL DESIGN SERVICES

R. Adams	_____	J. Kolb	_____
J. Combs	_____	F. Mok	_____
H. Fujita	_____	K. Regan	_____
S. Huntley	_____	*M. Shull	<u>MO</u>


General Manager

Approved 

Disapproved _____

Withdrawn _____

RECOMMENDATION:

That the Board:

1. Approve an Amendment, substantially in the form on file in Board Office, to Contract No. 3046, with Mia Lehrer and Associates, extending the term of the contract by three (3) years for a new total of nine (9) years and increasing the contract not-to-exceed amount by \$300,000 to \$900,000, subject to approval of the Mayor, the City Council, and the City Attorney as to form;
2. Find that the Department does not have, available in its employ, personnel with sufficient time or the necessary expertise to undertake these specialized professional tasks in a timely manner, and it is more feasible, economical and in the Department's best interest to secure these services by contract;
3. Direct the Board Secretary to transmit the proposed Amendment to the Mayor in accordance with Executive Directive No.3, and concurrently to the City Attorney for review as to form; and,

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4. Upon receipt of necessary approvals, authorize the Board President and Secretary to execute the Amendment.

SUMMARY:

On January 9, 2002, the Department entered into a personal services contract with Mia Lehrer and Associates for as-needed landscape architectural design services. The term was for six (6) years, expiring on January 8, 2008, and the amount was not to exceed \$600,000.

The firm has been retained by the Department to conduct the Citywide Needs Assessment effort while focusing on how the Department is currently serving the City and how it will do so in the future. The Consultant will be responsible for organizing and implementing the public participation program, collecting and analyzing accumulated data for the existing park system, identifying trends and developments, and producing recommendations for the final report.

It is the intent of the Department to undertake a broad-based participatory and strategic planning process that will result in the development of a comprehensive Citywide Needs Assessment final report. An extensive, proactive community engagement effort will be undertaken which will employ multiple outreach tools including public workshops/meetings, participation in focus groups and interviews, a mailed survey, and an interactive website.

The Citywide Needs Assessment Program consists of six phases, and the Department is currently in Phase One (the development of the public participation plan) with an expected completion in the next two months. The Citywide Needs Assessment process began in September 2006 and is expected to be completed by February 2008.

At this time, the consultant has been assigned work that will extend beyond the current term of the contract. The Department does not have available personnel to perform these specialized professional tasks in a timely manner due to the existing staff workloads; therefore, it is impossible to meet additional project requirements and deadlines. The adjustment in yearly hourly rates from 2008 through 2011 is an acceptable industry practice and conforms to normal cost of living adjustments. Approval of this Amendment will allow this consultant to continue working on the various aspects of the project through its completion.

This Amendment is recommended in compliance with all Department and City procedures, policies and laws applicable to the award of the contracts. Principals of the firm are not employees or officials of the City, are free to make recommendations or perform the services specified in the contract, and have no authority with respect to the City's decisions relating to the project beyond fulfilling the provisions of the Amendment.

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FISCAL IMPACT STATEMENT:

All compensation to the consultant is provided in the funding of each individual project on which the firm works; therefore, there will be no decrease in revenue or increase in costs to the City's General Fund.

Prepared by Gino Ogtong, Management Analyst II, Planning and Development.