

REPORT OF GENERAL MANAGER

NO. 02-91

DATE March 6, 2002

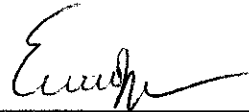
C.D. _____

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: AMENDMENT NO. 3 TO CONSULTANT CONTRACT NO. 2659 WITH KWANG
COOK & ASSOCIATES FOR AS-NEEDED ARCHITECTURAL DESIGN
SERVICES

J. Combs _____
A. Coroalles _____
J. Duggan JD
J. Kolb _____

H. Fujita _____
*M. Tamuri MT
M. Matthews _____



General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATION:

It is recommended that the Board:

1. Approve an increase in the term of the contract for an additional two (2) years for a new total of ten (10) years;
2. Find that the Department does not have available in its employ personnel with sufficient time and the necessary expertise to undertake these specialized professional tasks in a timely manner and it is more feasible and economical as well as in the Department's best interest, to secure these services by contract; and,
3. Direct the Board Secretary to submit the Agreement to the City Attorney and Mayor for review and recommendation in accordance with Executive Directive No. 16, prior to final action by the Board.

SUMMARY:

On July 6, 1995, the Department entered into a personal services contract with Kwang Cook & Associates for as-needed architectural design services. The contract was for a term of three (3) years, with maximum compensation to the consultant of \$300,000.00.

On March 18, 1998, the contract was amended increasing the amount by \$300,000.00 and extending the term for an additional three (3) years, for a new total of six (6) years and \$600,000.00.

On August 9, 2000, the contract was amended a second time extending the term for an additional two (2) years for a new total of eight (8) years.

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In September 1998, the firm was selected as the architect of record, to provide design work for the Oakwood Recreation Center - Facility Enhancement project. Unfortunately, this project has suffered several delays due to contractor debarment proceedings. The project is now once again entering the construction phase and could take as long as two (2) years to complete. This will necessitate extending Kwang Cook's contract for an additional two (2) years so they can provide their consulting responsibilities throughout the life of the project. The Board should note that the Oakwood Recreation Center - Facility Enhancement project will be Kwang Cook's only assignment, in that the Department has hired several new design firms.

This contract is recommended for amendment in compliance with all Department and City procedures, polices 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 contract.

The firm has agreed in writing to comply with and/or has submitted the appropriate, executed forms (listed below) as outlined on the CAO's "Analysis of Proposed Contract" form and the "Standard Provisions For City Contracts":

Child Care and Child Support Declaration Statements

Affirmative Action Program

Business Tax Registration Certificate

Equal Benefits Ordinance

MBE/WBE Policy

Living Wage, Service Worker Retention Ordinance

Insurance Requirements

This Amendment has been approved by the City Attorney's Office.

All compensation to the consultant is provided in the funding of the project; therefore, there will be no decrease in revenue or increase in costs to the City.

Prepared by Veronica Buenrostro, Management Assistant.