

REPORT OF THE GENERAL MANAGER

NO. 03-99

DATE: April 2, 2003

CD _____

BOARD OF RECREATION AND PARKS COMMISSIONERS

SUBJECT: AMENDMENT NO. 3 TO CONSULTANT CONTRACT NO. 3032 WITH HARRIS & ASSOCIATES, INC. FOR AS-NEEDED PROGRAM AND CONSTRUCTION MANAGEMENT SERVICES

J. Combs _____
A. Corrales _____
J. Duggan _____
J. Kolb _____

H. Fujita _____
*B. Lukehart _____
L. Barth _____



General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATION:

It is recommended that the Board:

1. Approve Amendment No. 3 to Contract No. 3032 with Harris & Associates, Inc. for Proposition K Project Management Services, increasing the contract amount an additional \$4,500,000.00 for a new contract total of \$6,000,000.00;
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; and,
3. Direct the Board Secretary to transmit the proposed Agreement to the Mayor in accordance with Executive Directive No. 16, concurrently to the City Attorney for review as to form, and to the City Council for approval.
4. Upon receipt of necessary approvals, authorize the President and Secretary of the Board to execute the Agreement.

SUMMARY:

On October 2, 2001, the Department entered into a personal services contract with Harris and Associates, Inc. for as-needed program and construction management services. The term was for six (6) years and the amount was for \$600,000.00.

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On April 3, 2002, the Board in Report 02-143, authorized Amendment No. 1 increasing the contract amount by an additional \$900,000.00 for new total of \$1,500,000.00.

On April 17, 2002, the Board in Report 02-163 authorized Amendment No. 2 approving the name change from Project Management Associates, Inc., to Harris and Associates, Inc.

Since the execution of the previous Amendments, the Bureau of Engineering (BOE) has re-evaluated the Prop K program needs for Harris and Associates, Inc. contract. It has been determined that an additional Amendment is required in order for the consultant to continue to work on all the Proposition K projects. It has been determined that an additional \$4,500,000.00 needs to be allocated to the consultant's contract. The use of this consultant on Proposition K projects is essential to the expediency and success of the Prop K program. Harris and Associates provides document control for the program, financial management services, and program wide scheduling and budget services. It is necessary that the consultant continue to work on all the assigned projects, as it would provide continuity, and would facilitate the construction and design scheduling of Prop K projects. The term of the contract remains the same, it expires in 2007.

Harris and Associates, Inc. is not a MBE/WBE firm. However, they have agreed to conduct an outreach effort if the services of a sub-consultant are required.

The firm is already in compliance with the policies and ordinances listed below, as outlined in the "Analysis of Proposed Contract" form:

Child Care and Child Support Declarations Statements

Affirmative Action Program

Business Tax Registration Certificate

Equal Benefits Ordinance

MBE/WBE Policy

Living Wage, Service Worker Retention Ordinance

Insurance Requirements

This amendment is recommended in compliance with all Department and City procedures, policies and laws applicable to the award of contracts. Principals of the firm are not employees or officials

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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.

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

Prepared by Veronica Buenrostro, Management Assistant.