

REPORT OF GENERAL MANAGER

NO. 04-351


DATE November 17, 2004

C.D. ALL

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: SUPPLEMENTAL AGREEMENT TO CONSULTANT CONTRACT NO. 2963 WITH LEVIN AND ASSOCIATES ARCHITECTS FOR ARCHITECTURAL DESIGN SERVICES

* K. Chan	<u>hc</u>	J. Kolb	_____
J. Combs	_____	F. Mok	_____
H. Fujita	_____	G. Stigile	_____



 General Manager

Approved _____ Disapproved _____ Withdrawn _____

RECOMMENDATION:

That the Board:

1. Approve Supplemental Agreement to Contract No. 2963, substantially in the form attached, increasing the contract amount by \$20,000.00 for a new total of \$89,200.00, and increasing the term by two years for a new total of five years;
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, pursuant to Charter Section 1022, 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 Supplemental Agreement to the Mayor, for approval in accordance with Executive Directive No. 16, and concurrently to the City Attorney for review as to form; and,
4. Upon receipt of necessary approvals, authorize the President and Secretary of the Board to execute the Supplemental Agreement.

SUMMARY:

On April 19, 2000, the Department entered into a personal services contract with Levin and Associates Architects for architectural design services to review, update and re-engineer as necessary their original construction drawings for the Traveltown Train Exhibit, which had been designed in 1993, but not constructed due to funding shortfalls. Upon re-submission of revised plans, permits were applied for and construction began in March 2002. The term of the Levin and

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Associates Architects Contract was for three (3) years, expiring on April 18, 2003, and the amount was for \$69,200.00.

As the architect of record, Levin and Associates participated in the construction project oversight, including shop drawing review, responses to Request For Information and assisted in change order decisions. The construction project exceeded its planned completion date of December 2, 2002. However, Levin and Associates continued their role as architect of record until the project was successfully completed in late 2003, accruing expenses after the expiration of their contract. In as much as Levin and Associates played a key role as designers in the successful completion of this project at the City's request, it is appropriate to provide a Supplementary Agreement to cover the time and costs they accrued while the project was completed.

All compensation to the consultant is provided in the funding of each individual project that the firm works on and sufficient funds remain in the project account for this payment; therefore, there will be no decrease in revenue or increase in costs to the City.

Prepared by Cid Macaraeg, Sr. Management Analyst I, and Damian A. Pacheco, Management Assistant, Planning and Development.