



# CITY OF SAN MATEO

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## Agenda Report

Agenda Number: 22

Section Name: {{section.name}}

Account Number:

File ID: {{item.tracking\_number}}

**TO:** City Council  
**FROM:** Alex Khojikian, City Manager  
**PREPARED BY:** Parks and Recreation Department  
**MEETING DATE:** December 09, 2024

**SUBJECT:**  
Central Park Phase 1 Playground Improvements Project - Agreement Amendment No. 2

### RECOMMENDATION:

Approve Amendment No. 2 to the agreement with RRM Design Group (RRM) for additional scope of services for the Central Park Phase 1 Playground Improvements Project in the amount of \$24,140, bringing the total agreement amount to \$644,379; authorize a contingency fund in the amount of \$10,000 for a contract total of \$654,379; and authorize the Director of Parks and Recreation to execute the amendment in substantially the form presented and issue subsequent amendments to the agreement within the contingency.

### BACKGROUND:

On March 29, 2022, the City entered into an agreement with RRM for the preparation of final construction documents, bidding assistance and construction administration services for the Central Park Phase 1 Playground Improvements Project (No. 610027) in the amount of \$570,239. On September 6, 2024, the City opened competitive contractor bids for the Central Park Phase 1 Playground Improvements Project. All of the bids came in over budget. On October 7, 2024, City Council opted to reject all bids in accordance with San Mateo Municipal Code Section 3.60.040 and passed Resolution No. 91 (2024) to allow the Parks and Recreation Department to negotiate a lower contract price with the low bidder.

On November 8, 2024, RRM provided an additional service authorization proposal for value engineering services to reduce the cost of the original playground design and to provide revised construction documents, to negotiate a lower contract price. The additional service authorization proposal was divided into two parts. The first part was approved by agreement Change Order #2, as allowed by City Council's authorization for the Parks and Recreation Director to approve change orders up to a \$50,000 contingency amount. Change Order #2 utilized the remaining balance of \$32,080 of the agreement's contingency amount. The Director previously approved agreement Change Order #1, in the amount \$17,920. The second part of RRM's additional service authorization proposal will be executed by Agreement Amendment No. 2 (Attachment 1). An Agreement Amendment No. 2 contingency amount of \$10,000 is recommended to address unanticipated revisions to the construction documents and for additional coordination meetings, if needed.

### BUDGET IMPACT:

There are sufficient funds within the Central Park Phase 1 Playground Improvements Project budget to cover the contract amendment for the additional services proposal and ancillary project expenses.

### ENVIRONMENTAL DETERMINATION:

This Agreement amendment is not a project subject to CEQA, because it is an organizational or administrative activity that will not result in direct or indirect physical changes in the environment. (CEQA Guidelines Section 15378(b)(5).) In addition, an Initial Study and Mitigated Negative Declaration (IS/MND) was prepared for the Central Park Phase 1 Playground Improvements Project. The IS/MND concluded that the project would not have any significant effects with the incorporation of mitigation measures that have been included in the project's Conditions of Approval to ensure compliance during project implementation.

**NOTICE PROVIDED**

All meeting noticing requirements were met.

**ATTACHMENTS**

Att 1 – Agreement Amendment No. 2

Att 2 – Additional Service Authorization – Part 2

**STAFF CONTACT**

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