

**AMENDMENT NO.1 TO THE AGREEMENT  
BETWEEN THE CITY OF SAN MATEO AND  
Group 4 Architecture, Research + Planning, Inc. FOR  
Recreation Facilities Planning Services**

WHEREAS, the City of San Mateo ("City"), a municipal corporation of the State of California, and Group 4 Architecture, Research + Planning, Inc. ("Consultant"), entered into an Agreement for program and building site planning services ("Agreement") on June 20th, 2017; and

WHEREAS, City and Consultant wish to amend the Agreement effective July 15, 2019 to amend the term, scope of work and compensation of this Agreement.

NOW, THEREFORE, the parties agree as follows:

1. Section 4- Term, of the Agreement is amended to read:  
"...and be completed on or about December 1, 2019."
2. Exhibit A- Scope of Services of this agreement is amended to reference "Exhibit A1" which is attached and incorporated by reference.
3. Section 5- Payment, and Exhibit B of the Agreement is amended to change the fee from \$335,990 (including Change Orders 1-4) to \$380,810
4. The remaining terms of the Agreement remain in full force and effect.

[SIGNATURE PAGE FOLLOWS]

IN WITNESS WHEREOF, CITY OF SAN MATEO and Group 4 Architecture, Research + Planning, Inc. have executed this Agreement on \_\_\_\_\_.

CITY OF SAN MATEO

CONTRACTOR

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Sheila Canzian  
Director of Parks and Recreation

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Dawn Merkes  
Its Authorized Agent  
Principal-in-Charge

If a Corporation, can be either 1) President or  
2) Vice President plus an additional corporate  
officer (i.e., Secretary, Treasurer) who shall sign  
below.

APPROVED AS TO FORM

ADDITIONAL CORPORATE OFFICER  
(if necessary per the above)

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Gabrielle Whelan  
Assistant City Attorney

# EXHIBIT A1

## SCOPE OF SERVICE

### SCOPE:

Task 1: Develop three alternative site studies for the Bayside/Joinville Park site:

1. Develop four alternative site studies for:

1.1. A Combination District Center and Branch Library for Bayside/Joinville Park

The Marina Branch library, located at 1530 Susan Court, San Mateo, is in need of substantial repair or replacement. In light of this, the City wishes to conduct an initial study on the feasibility of abandoning the current library site and merging the branch into the Joinville District Center facility. The concept would be to provide a single facility including both services and designed with shared spaces to the degree possible resulting in space efficiencies (e.g. lobby restrooms, meeting rooms, storage, etc), as well as operations, staffing and services efficiencies.

The Marina Branch Library is 5,330sf, and is comprised of a single large rectangular room holding all of the collection, a small quiet room (approximately 15' x 15'), staff offices and an outdoor deck overlooking the Marina Lagoon. It is currently open 6 days/week for 5-7 hours/day, closing at 5pm all but one day (8pm). Current programming includes two story times back-to-back on Tuesday mornings for children 0-5 years and occasional events.

The Consultant shall develop the following:

- 1.1.1. Preliminary Combined District Center and Branch Library Program
- 1.1.2. Preliminary Combined District Center and Branch Library Site Strategy
- 1.1.3. *Conduct PMT #1 to analyze and refine preliminary exhibits (included in Task 4 below)*
- 1.1.4. Based on input and direction received at PMT refine exhibits to develop Program and Site Strategy for Combined District Center and Branch Library

1.2. A District Center with Aquatics for Bayside/Joinville Park

Providing aquatics facilities remains a high priority for the overall masterplan The City Council has expressed support for a Joinville District Center. At the same time, however, the question remains as to whether to provide any facility in Bay Meadows Park, and if so with what features. King Pool alone would be insufficient to meet current use or future need. To provide City Council will the full array of options, the City wishes to provide an analysis of what may be possible at a combined District/Aquatics center at Bayside/Joinville Park. In previous planning, staff and Group 4 reached the conclusion that a Lifestyle Center would be impractical and not optimally located at Bayside/Joinville Park. This scope of work is not intended to reprise that concept, but, rather, to assess the possibilities of a District Center that includes a modest sized aquatics facility so that the current level of aquatics service can be maintained with facilities at both King and Joinville.

The Consultant shall develop the following:

- 1.2.1. Preliminary District Center with Aquatics Program
  - 1.2.2. Preliminary District Center with Aquatics Site Strategy
  - 1.2.3. *Conduct PMT #1 to analyze and refine preliminary exhibits (included in Task 4 below)*
  - 1.2.4. Based on input and direction received at PMT refine exhibits to develop Program and Site Strategy for District Center with Aquatics Pool
- 1.3. An Aquatics Facility with No District Center for Bayside/Joinville Park  
This option is intended to explore fully responding to the community's desire for expanded aquatics facilities and services but without a facility at Bay Meadows Community Park. The Consultant shall assess locating a stand-alone Family Aquatics Center at Bayside/Joinville Park (instead of a District Center and in lieu of any facility at Bay Meadows Community Park). The Family Aquatics Center program will be similar to the facility developed as an option for Bay Meadows Community Park.

The Consultant shall develop the following:

- 1.3.1. Preliminary Aquatics Facility Program
  - 1.3.2. Preliminary Aquatics Center Site Strategy for both Joinville and Bay Meadows
  - 1.3.3. *Conduct PMT #1 to analyze and refine preliminary exhibits (included in Task 4 below)*
  - 1.3.4. Based on input and direction received at PMT refine exhibits to develop Program and Site Strategy for Aquatics Center at Bayside/Joinville Park.
- 1.4. Site Plan for the Bay Meadows Community Park  
This option is intended to provide the City Council with a sense of what other high value Community Park features may be possible in Bay Meadows Community Park if a recreation facility is not located at this site. This is not intended to supplant any future public input or masterplanning process. Rather, it is intended to provide a space study using features that have already been identified in the General Plan or community feedback as high need/value park features that are currently at deficit and are frequently programmed in Community Parks. The features to be used for this space study include: multipurpose athletic field, three tennis courts, children's playground, group picnic area, parking to support the proposed program.

The Consultant shall develop the following:

- 1.4.1. Preliminary program for proposed uses at the Bay Meadows Community Park
- 1.4.2. Preliminary Site Study
- 1.4.3. *Conduct PMT #1 to analyze and refine preliminary exhibits (included in Task 4 below)*
- 1.4.4. Based on input and direction received at PMT refine exhibits to develop Program and Site Study for Bay Meadows Community Park

2. Task 2: Provide estimated annual maintenance and replacement costs  
For both new and the previous site strategies develop annual cost/sf maintenance budgets.  
For the new strategies also develop capital and operating budgets.

The Consultant shall develop the following:

- 2.1. Capital and operating costs for the four new site options developed in Task 1.
- 2.2. Maintenance and replacement costs (on a square footage basis) for all four of the new options plus the previous three alternate strategies.
- 2.3. At PMT #2 review and refine costs information (included in Task 4 below)

3. Task 3: Develop Summary Presentation and Exhibits  
Develop summary presentation to for the City Council that would include seven alternative strategies- the previous three plus the three alternatives that would result from each of the three approaches to Joinville/Bayside and Bay Meadows Community Park described above. The presentation will assess how the six alternatives meet highest priority goals of the Strategic Plan.

The Consultant shall develop the following:

- 3.1. Summary presentation that will include the new information developed for the three new alternatives.
- 3.2. Conduct PMT 3 to review the draft presentation
- 3.3. Based on input and direction received at PMT refine presentation

4. Task 4: Meetings

The Consultant shall conduct or participate in the following meetings to support the development of the information and deliverables summarized above:

- 4.1. Library Staff Interview  
Conduct meeting to discuss and develop summary program for branch Library
- 4.2. Project Management Meetings:
  - 4.2.1. PMT #1: review Preliminary Building and Site Programs and review Preliminary Site Strategies (includes attendance of Library Staff)
  - 4.2.2. PMT #2: review Updated Program and Site Strategies and preliminary Maintenance and Replacement Costs
  - 4.2.3. PMT #3: review draft presentation for the Park and Recreation Commission
  - 4.2.4. PMT #4: review and coordinate City Council Presentation
- 4.3. Park and Recreation Commission
  - 4.3.1. Prepare for and attend 1 Park and recreation Commission Meeting
- 4.4. City Council Presentation
  - 4.4.1. Prepare for and attend 1 City Council Presentation