



# CITY OF SAN MATEO

City Hall  
330 W. 20th Avenue  
San Mateo CA 94403  
[www.cityofsanmateo.org](http://www.cityofsanmateo.org)

## Agenda Report

---

Agenda Number: 18

Section Name: {{section.name}}

Account Number: 10-6143

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

---

**TO:** City Council  
**FROM:** Christina Horrisberger, Interim City Manager  
**PREPARED BY:** Parks and Recreation Department  
**MEETING DATE:** July 17, 2023

**SUBJECT:**  
East Hillsdale Park Professional Consultant Services Agreement – Amendment

**RECOMMENDATION:**

Approve Amendment No. 1 to the agreement with Callander Associates Landscape Architecture to add compensation up to \$232,624; establish a contingency reserve of \$25,000 to the original agreement amount for additional services and optional Construction Management and related services, for a total not to exceed amount of \$440,004; and authorize the Park and Recreation Director to execute the amendment in substantially the form presented.

**BACKGROUND:**

On August 15, 2022, the City Council approved an agreement with Callander Associates Landscape Architecture (CALA) for professional consultant services for the playground and associated work at East Hillsdale Park for \$167,380 with a \$15,000 contingency. The initial scope included refined design, construction document, bid assistance, and construction observation for project work, such as repaving the perimeter path, landscaping, lighting, and upgrading other park infrastructure.

In February 2023, the Department identified further permitting requirements and design refinement for lighting options, drainage, and retention work as well as management and coordination of geotechnical work, which resulted in the need for external expertise and assistance. The Department's current personnel constraints limit its ability to expedite tasks in house. Staff recommends approval of Amendment No. 1, for additional services not contained within in the initial scope of work, including building permit submittal and processing for a total of \$68,718. The Department also requests approval for construction management services for a maximum of \$163,906, as the Department is currently recruiting for an in-house Project Manager and may require further assistance.

**BUDGET IMPACT:**

The costs for the reconstruction and rehabilitation of East Hillsdale Park have been budgeted from the Parks and Recreation Capital Improvement Fund. Approximately \$1.7 million has been set aside and this amount includes the Proposition 68 Per Capita Fund Grant of approximately \$241,821, claimable upon completion.

**ENVIRONMENTAL DETERMINATION:**

This amendment approval is categorically exempt from CEQA as an "existing facility," because it consists of the operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing public or private structures, facilities, mechanical equipment, or topographical features, involving negligible or no expansion of use. (CEQA Guidelines Section 15301.)

**NOTICE PROVIDED**

All meeting noticing requirements were met.

**ATTACHMENTS**

Att 1 – Amendment No. 1

**STAFF CONTACT**

Nicholas Tsiorvas, Business Manager

[ntsiorvas@cityofsanmateo.org](mailto:ntsiorvas@cityofsanmateo.org)

(650) 522-7408