



City Council Agenda Report

Meeting Date: February 25, 2025

Prepared By: Scott Reeves

Approved By: Gabriel Engeland

Subject: Adopt a Resolution to Award a Contract for the Hillview Dog Park Design Plans (CF-01032) in the amount of \$137,314

COUNCIL PRIORITY AREA

- Business Communities
- Circulation Safety and Efficiency
- Environmental Sustainability
- Housing
- Neighborhood Safety Infrastructure
- General Government

RECOMMENDATION

Adopt a Resolution authorizing the City Manager to execute a design contract with Callander Associates Landscape Architecture, Inc. of Burlingame, California in an amount not-to-exceed \$137,314.00, and up to 15% contingency not-to-exceed \$20,597.00, for a total amount not-to-exceed \$157,911.00, to complete the design plans for the Hillview Dog Park.

POLICY QUESTION(S) FOR COUNCIL CONSIDERATION

None.

FISCAL IMPACT

The design contract will be in the amount not-to-exceed \$137,314.00, and up to 15% contingency, if needed, in the amount not-to-exceed \$20,597.00 for a total amount not-to-exceed \$157,911.00.

The funding sources for the construction contract include:

- \$2,075,000 approved budget for CF-01032 from funding source In-Lieu Park Fund.

Funds already encumbered to the project:

- Verde Design, Inc. (Conceptual design and community engagement services) \$75,000.00

ENVIRONMENTAL REVIEW

This resolution is exempt from environmental review pursuant to Section 15061(b)(3) of the State Guidelines implementing the California Environmental Quality Act of 1970.

PREVIOUS COUNCIL CONSIDERATION

February 28, 2023 and July 09, 2024

DISCUSSION/ANALYSIS

The adopted FY24-25 Capital Improvement and Major Maintenance Program includes Project CF-01032 which intends to provide a permanent fenced dog park at Hillview Park.

On February 28, 2023, City Council directed staff to begin the community engagement and conceptual design effort for the 15,000 square foot dog park. On July 09, 2024, City Council received a presentation on the Hillview Dog Park community engagement and preferred design alternative and provided direction to complete the design development and prepare the associated construction documents.

The City issued a Request for Proposals (RFP) on our Bids and Requests for Proposals website on November 13, 2024. The RFP closed on December 18, 2024, after receiving six proposals. The proposals were reviewed and scored by a panel of City staff. The highest-ranking firms were invited to participate in a virtual interview. Callander Associates was deemed most-qualified during the RFP evaluation process.

Callander Associates, Inc. will fully develop the design and prepare a Construction Document package based on the preferred design. They will assist the City in bidding the design publicly, and provide construction administration services during the implementation.

ATTACHMENTS

- 1. Resolution No. 2025-xxx**