



Council Meeting: September 11, 2012

SUBJECT: Award of Contingency for Urban Planning for Phase 2 of the Lawrence Station Area Plan (SAP) #F13-05

BACKGROUND

Approval is requested to add a 10% contingency not to exceed \$35,000 to a contract in the amount of \$349,978 awarded to BMS Design Group on June 12, 2012 (RTC No. 12-143) for Urban Planning for Phase 2 of the Lawrence Station Area Plan (LSAP).

DISCUSSION

Council action at the June 12 meeting included accepting a \$450,000 Metropolitan Transportation Commission (MTC) Station Area Planning (SAP) grant and awarding the Phase 2 LSAP to BMS Design Group. Report to Council No. 12-143 stated that \$100,000 of the grant funding acquired for this project would be reserved to cover additional staff costs above budgeted amounts, and as a contingency fund to be used on an as-needed basis for additional professional services for the project. Staff inadvertently omitted the recommended contract contingency from the previous RTC for Council approval.

Subsequent to awarding the contract, the project planner for the Lawrence Station Area Plan left the City while community interest in the overall planning effort has continued to grow. Additionally, the original proposal submitted by BMS Design Group included an optional service in the amount of \$13,020 for the setup and maintenance of a Phase 2 website to provide current project information and to obtain community feedback. At the time of contract award, staff was planning to maintain the project website in-house. Thus, the optional website service was not included in the original contract award. Staff now believes that it would be beneficial to have BMS maintain the website, not only because of staffing challenges, but because they are well-positioned to provide a more robust website. This would improve dissemination of information to the public and improve community outreach.

Given the possibility that additional services may be required over the life of the project, it is recommended that Council approve a 10% contract contingency in the amount of \$35,000. Once the website is implemented, a contingency balance of \$21,980 would remain to be used if necessary to successfully complete the project.

FISCAL IMPACT

All costs associated with the LSAP Phase 2 project are fully funded by the MTC grant accepted by Council at the June 12, 2012 meeting. Funds have been budgeted in Special Project 829670 for this purpose.

PUBLIC CONTACT

Public contact was made by posting the Council agenda on the City's official-notice bulletin board outside City Hall, at the Sunnyvale Senior Center, Community Center and Department of Public Safety; and by making the agenda and report available at the Sunnyvale Public Library, the Office of the City Clerk and on the City's Web site.

RECOMMENDATION

It is recommended that Council authorize adding a 10% project contingency in an amount not-to-exceed \$35,000 to the BMS Design Group contract for Urban Planning for Phase 2 of the Lawrence Station Area Plan (SAP).

Reviewed by:

Grace K. Leung, Director of Finance
Prepared by: Pete Gonda, Purchasing Officer

Reviewed by:

Hanson Hom, Director of Community Development

Approved by:

Gary M. Luebbers
City Manager

Attachments

None. The contract contingency will be added to the existing Blanket Purchase Order upon Council approval.