



**CITY OF SALINAS
COUNCIL STAFF REPORT**

DATE: NOVEMBER 14, 2023
DEPARTMENT: COMMUNITY DEVELOPMENT
FROM: LISA BRINTON, DIRECTOR
THROUGH: ROD POWELL, ASSISTANT DIRECTOR
BY: LUIS OCHOA, SR. COMMUNITY DEVELOPMENT ANALYST
TITLE: AMENDMENT NO. 1 TO THE MASTER SERVICE AGREEMENT FOR PROFESSIONAL SERVICES BETWEEN THE CITY OF SALINAS AND CSG CONSULTANTS, INC.

RECOMMENDED MOTION:

A motion to approve a Resolution authorizing:

1. the approval of Amendment No. 1 to a Master Service Agreement for Professional Services between the City of Salinas and CSG Consultants, Inc. in the amount not to exceed \$882,042 to provide design, inspection, project management, construction management, labor compliance and environmental services for various capital improvement projects; and
2. the City Manager or designee to execute the Amendment No. 1 to the Master Service Agreement for Professional Services with CSG Consultants, Inc and any modifications or amendments necessary to support the completion of identified projects; and
3. the Community Development Director or designee to approve the Consultant's on-going performance of services without the need for subsequent Professional Service Agreements provided the Consultant is, at all times throughout the term thereof, in compliance with the terms and conditions of the Master Service Agreement and Amendment No. 1.

EXECUTIVE SUMMARY:

On February 7, 2023, City Council approved a Master Service Agreement for Professional Services (Agreement) between the City of Salinas (City) and CSG Consultants, Inc. (CSG), through Resolution No. 22588, to provide design, inspection, project management, construction management, labor compliance, and environmental services for four capital improvements projects by the Community Development Department (CDD) moving forward. However, the Agreement did not include a not to exceed amount for compensation. Amendment No. 1 adds a not to exceed amount of \$882,042 to the Agreement between the City and CSG Consultants, Inc, describes the Scope of Service for each of the four projects, and clarifies the process for any future scope modifications.

BACKGROUND:

On February 7, 2023, after a Request for Qualification (RFQ) process, City Council approved a Master Service Agreement between the City of Salinas and CSG Consultants, Inc. to provide design, inspection, project management, construction management, labor compliance, and environmental services to comply with the California Environmental Quality Act (CEQA) and/or the National Environmental Policy Act (NEPA), for four capital improvement projects. These projects include the Natividad Creek Park Restroom Rehabilitation, Sherwood Recreation Center – Phase IV, Chinatown Navigation Center Building Improvements and Shower Trailer Installation, and Chinatown Neighborhood Improvements projects. The Master Services Agreement and approving Resolution No. 22588 (N. C. S) are provided as an attachment to this report.

On July 20, 2023, CDD approved proposals for Natividad Creek Park Restroom Rehabilitation, Sherwood Recreation Center – Phase IV, and Chinatown Navigation Center Building Improvements and Shower Trailer Installation projects, and CSG initiated work on these three projects. The three proposals are attached to this report.

Following Council approval and the City Manager’s execution of the initial Master Services Agreement on February 7, 2023, it was noticed that the Agreement did not establish a not to exceed amount. In consultation with the City Attorney and Finance Department, it was recommended that the proposed Amendment No. 1 be prepared and presented to Council for consideration.

The table below shows the three current and one planned proposal for the four projects identified under the Agreement. The table also includes a 15% contingency amount per project for a total not to exceed amount of \$882,042. All projects are funded through prior Council approval of associated Annual Action Plans (CDBG) and the City’s FY 2023-2024 Budget (CIP 9125 and CIP 9070).

Project	Proposal Amount	Contingency (15%)	Total Amount	Funding Source
Natividad Creek Park Restroom Rehabilitation Project	\$174,585	\$26,188	\$200,773	CDBG
Sherwood Recreation Center – Phase IV Project	\$280,329	\$42,049	\$322,378	CDBG
Chinatown Navigation Center Building Improvements and Shower Trailer Installation Project	\$112,079	\$16,812	\$128,891	CIP 9125
Chinatown Neighborhood Improvements Project	\$200,000*	\$30,000*	\$230,000	CDBG CIP 9070
Totals	\$766,993	\$115,049	\$882,042	

* Staff projected estimate

Approval of the proposed Amendment No. 1 will allow the City to complete necessary improvements to the Natividad Creek Park Restroom Rehabilitation Project and move other identified projects forward towards the development of design and constructions specifications and the eventual release of a Call for Bids within this fiscal year.

DEPARMENT COORDINATION:

Internal department coordination on this item involved the CDD Housing and Community Development Division, Library and Community Services Department, Public Works Department, Finance Department, and the City Attorney’s Office. External coordination and guidance also included the U.S. Department of Housing and Urban Development (HUD).

CEQA CONSIDERATION:

Not a Project. The City of Salinas has determined that the proposed action is not a project as defined by the California Environmental Quality Act (CEQA) (CEQA Guidelines Section 15378).

STRATEGIC PLAN INITIATIVE:

The proposed project and action support the City of Salinas Strategic Plan 2022-2025 Goals and Strategies related to *Housing/Affordable Housing, Infrastructure and Environmental Sustainability, Public Safety, and Youth and Seniors* through the provision of improved public facilities.

FISCAL AND SUSTAINABILITY IMPACT:

There is no fiscal impact associated with the approval of Amendment No. 1 to the Master Services Agreement with CSG as the associated costs will be realized on a project-by-project basis and reimbursed using previously approved Community Development Block Grant (CDBG), CIP 9125, and CIP 9070 funds.

ATTACHMENTS:

Resolution
Amendment No. 1 to the Master Services Agreement with CSG
Resolution No. 22588 (N.C.S)
Master Services Agreement between the City of Salinas and CSG Consultants, Inc
Natividad Creek Park Restroom Rehabilitation Proposal
Sherwood Recreation Center – Phase IV Proposal
Chinatown Navigation Center Building Improvements Proposal