



Agenda Report

City Council

Date: February 26, 2019

To: Jeffrey W. Collier, City Manager

From: Conal McNamara, Director of Community Development
Ben Pongetti, Development Project Manager

Subject: Change Order to Professional Services Agreement for Uptown Whittier Streetscape Beautification Plan

RECOMMENDATION

Authorize the City Manager to execute a change order to Agreement A16-025 with SWA Group for \$22,000 in additional services related to the Uptown Whittier Streetscape Beautification Plan.

BACKGROUND

Agreement No. A16-025 between the City and SWA Group was entered into on February 23, 2016. The Agreement, totaling \$203,000, described four overall tasks to assist Whittier in preparation and adoption of the Uptown Whittier Streetscape Beautification Plan. SWA's original proposal anticipated the project would be completed within approximately one year; however, consideration of the plan has taken longer than expected not only because of heavy Council agendas but also so that the Community Benefit District, which was formed subsequent to the initiation of the planning process, would have an opportunity to provide input.

DISCUSSION

SWA Group has attended and presented at more City Council meetings than the one meeting anticipated in the original agreement and there are likely at least two more meetings necessary to have the Streetscape Plan finalized.

The attached letter articulating additional services from SWA would supplement the original agreement with an additional \$22,000 (\$18,000 in labor costs and up to \$4,000 in reimbursable expenses) (Attachment A). The supplemental amount is needed as a result of the additional Council meetings required to consider and approve the streetscape plan and other additional costs resulting from the need to more fully design multiple plan options for the City Council's consideration.

FISCAL IMPACT

SWA's original \$203,000 contract was funded from former Whittier Redevelopment Agency bond proceeds allocated for streetscape improvement bond fund account (638-

18-184-210 821405). There are sufficient funds in this account for the additional \$22,000 in design costs.

ATTACHMENTS

A. Letter from SWA Group Articulating Change Order

SWA Laguna Beach

570 Glenneyre Street
Laguna Beach, California
92651-2453
+1.949.497.5471
www.swagroup.com

Sean O'Malley
Xiao Zheng
Andrew Watkins

Revised January 31, 2019
Revised December 19, 2018
January 26, 2018

City of Whittier
13230 Penn Street
Whittier, CA 90602

Attention: Ben Pongetti, Development Project Manager
Subject: Uptown Whittier Streetscape Beautification Plan
Contract #A16-025 – Additional Services Request
Whittier, Los Angeles County, California (WHIS601)

Dear Ben:

This letter is in response to your request to for SWA Group to provide further Additional Services, in addition to the additional services already requested and provided, on the subject project.

SWA has:

- A. Attended a special City Council meeting on January 30, 2018. (\$2,500)
- B. Attended a special City Council meeting on September 11, 2018. (\$2,500)
- C. The City agrees to pay for services above upon receipt of invoice from SWA.

SWA will:

- A. Attend a special City Council meeting on February 26, 2019. (\$2,500)
- B. Attend a special City Council meeting, date TBD. (\$2,500)
- C. Provide additional concept design options for Greenleaf Avenue including:
 1. Concepts studies and tree counts to illustrate the effects of three (3) tree succession options for the length of Greenleaf between Hadley and Penn. (\$3,000)
 2. Plans, sketch renderings, and a preliminary estimate of costs for the one-block 'Paseo-to-Paseo' site area including the three (3) options of tree succession. (\$5,000)

These services will be provided for the fixed sum of Eighteen Thousand (\$18,000) Dollars, not including reimbursable costs, and will be billed monthly. We estimate the costs of the Reimbursable Costs not to exceed \$4,000.

We request your written approval of this authorization by signing and returning one copy of this letter for our files, or by issuing a formal change order. No further additional services will be considered until SWA receives partial payment from the Client for services previously provided.

If this is not your understanding, or if you have questions regarding the above, please contact me immediately.

Sincerely yours,

SWA Group



Sean O'Malley
Contracting Agent
Landscape Architect, CA License #3286
Landscape Architects are licensed by the State of California.

Accepted: City of Whittier

Signed: _____

By: _____

Title: _____

Email: _____

Date: _____