



Staff Report

TO: Honorable Mayor and Members of the City Council
FROM: Doug Story, Community Services Director
BY: Don Crow, Community Services Assistant Director
DATE: May 5, 2026
SUBJECT: First Amendment to the Professional Services Agreement with Community Works Design Group

Description: Approval of a First Amendment to the Professional Services Agreement with Community Works Design Group (CWDG) to provide additional geotechnical services, incorporate a project phasing plan, extend the contract term, and increase the total contract amount by \$33,355.50, for a revised not-to-exceed amount of \$394,410.50.

Background and Analysis:

On January 16, 2024, the City Council approved a Professional Services Agreement with Community Works Design Group in the amount of \$358,555 for preparation of concept plans and construction documents for improvements to Nicklaus Park and Palmer Park.

Since approval of the original agreement, additional services have been identified as necessary to support project design and implementation.

In August 2025, the City requested additional geotechnical investigation services to further evaluate groundwater conditions identified during the initial geotechnical analysis. These services include reopening existing borings and documenting groundwater levels to inform design considerations.

Additionally, in March 2026, the City requested that the Consultant revise the project scope to include development of a phased construction plan. The phasing plan will allow the project to be constructed in multiple stages, providing flexibility in implementation and alignment with available funding.

The proposed amendment will:

- Add geotechnical services to address site-specific groundwater conditions;

- Incorporate preparation of a three-phase construction plan and associated plan sets;
- Extend the agreement term by three (3) years to allow sufficient time for project completion; and
- Increase the total compensation by \$33,355.50, which includes \$4,100 for geotechnical services and funding to address additional design effort related to phasing.

The amendment is necessary to ensure that project design is responsive to site conditions and that construction can be effectively phased to meet operational and funding considerations.

Fiscal Impact:

The First Amendment increases the total contract amount from \$358,555 to \$394,410.50.

Sufficient funding for the project is available within the approved Capital Improvement Program (CIP) budgets for Project No. P-05 (Nicklaus Park) and Project No. P-18 (Palmer Park), which have a combined total project funding of approximately \$3.85 million for design and construction.

The estimated cost to prepare this report is \$140.

Recommended Action:

Approve the First Amendment to the Professional Services Agreement with Community Works Design Group in the amount of \$33,355.50, for a total contract amount not to exceed \$394,410.50;

Authorize the City Manager to execute the amendment and any related documents; and

Authorize the City Manager to approve change orders to the agreement in an amount not to exceed ten percent (10%) of the amended contract amount, on a cumulative basis, for additional services as necessary to complete the project.

Attachments:

- A. Original Agreement
- B. First Amendment