



# COUNCIL REPORT

**DATE:** February 24, 2026

**CATEGORY:** Consent

**DEPT.:** Public Works

**TITLE:** **Thompson Mini Park, Project 26-35—  
Professional Services Agreement**

## **RECOMMENDATION**

Authorize the City Manager or designee to execute a professional services agreement with Westwood Professional Services, Inc., a Texas corporation (Entity No. 6133015), to provide design and construction support services for Thompson Mini Park, Project 26-35, in a not to exceed amount of \$385,000.

## **BACKGROUND**

On [November 15, 2022](#), and [June 11, 2024](#), the City Council approved the acquisition of the properties at 538 Thompson Avenue and 2231 West Middlefield Road, respectively, for the future development of a new 0.45-acre park in the Monta Loma neighborhood. As part of the Fiscal Year 2025–26 Capital Improvement Program, the City Council approved the project to develop Thompson Mini Park.

The location of the future park is shown in Figure 1.



**Figure 1: Location Map**

## **ANALYSIS**

On October 3, 2024, staff issued a Request for Qualifications (RFQ) to establish a list of on-call landscape architectural design services firms to provide park, trail, recreational facility, and other similar design services related to planning, designing, and implementation of these categories of projects. Twenty-four qualifications were received. A selection committee comprised of Public Works and Community Services staff evaluated and reviewed qualifications. The committee identified a prequalified list of 14 consulting firms with expertise in the following five categories: parks and open space; trail system and facilities improvements; sports and recreational facilities; ecological restoration; and major park maintenance. As the need arises, staff can solicit proposals from one or more of the prequalified consultants, rotating through firms for various projects.

On December 5, 2025, staff sent seven firms from the prequalified list a Request for Proposal (RFP) for professional design and construction support services for Thompson Mini Park, Project 26-35. Six proposals were received. Following staff review, Westwood Professional Services, Inc. (Westwood) was selected for this project based on the merits of their written proposal, project team experience, and understanding of project goals.

The main elements of the scope of services include:

- Conduct site surveys and investigation, data collection / review, and existing conditions analysis;
- Prepare conceptual/schematic design;
- Prepare materials for presenting to the community and committees and support staff's outreach efforts;
- Prepare construction documents for bidding/construction based on the Council-approved concept; and
- Provide bidding and construction administration assistance.

The recommended fee of \$385,000 for services and contingency is consistent for such services, and staff consider the fees to be fair and reasonable for the scope of work required.

It is the intent of the concept design that the park be expandable since there may be an opportunity to acquire additional properties adjacent to the park edges in the next few years.

If the recommended action is approved by Council, Westwood will begin work in spring 2026. The first community meeting is anticipated to take place in late spring 2026 and will be followed by an additional community meeting and a Parks and Recreation Commission presentation to request a recommendation to the Council regarding the concept design. The park naming and concept approval will be brought for Council's consideration by early 2027. Staff will also initiate the public art process and return to Council to approve the artwork prior to completing final design. Final design is expected to be completed by end of 2027, with construction starting by approximately spring 2028.

### **FISCAL IMPACT**

Thompson Mini Park, Project 26-35, is funded with \$3,000,000 from the Park Land Dedication Fund. The project has sufficient funding for the recommended action, and no additional appropriation is requested at this time.

### **LEVINE ACT**

California Government Code Section 84308 (also known as the Levine Act) prohibits city officials from participating in any proceeding involving a "license, permit, or other entitlement for use" if the official has received a campaign contribution exceeding \$500 from a party, participant, or agent of a party or participant within the last 12 months. The Levine Act is intended to prevent

financial influence on decisions that affect specific, identifiable persons or participants. For more information see the Fair Political Practices Commission website: [www.fppc.ca.gov/learn/pay-to-play-limits-and-prohibitions.html](http://www.fppc.ca.gov/learn/pay-to-play-limits-and-prohibitions.html)

Please see below for information about whether the recommended action for this agenda item is subject to or exempt from the Levine Act.

**SUBJECT TO THE LEVINE ACT**

Contract or franchise agreement

**ALTERNATIVES**

1. Do not authorize the City Manager or designee to execute a professional services agreement with Westwood and direct staff to select a different firm.
2. Provide other direction.

**PUBLIC NOTICING** - Agenda posting.

Prepared by:

Tsan Liu  
Senior Project Manager

Reviewed by:

David O. Printy  
Principal Project Manager

Edward Arango  
Assistant Public Works Director/  
City Engineer

Approved by:

Jennifer Ng  
Public Works Director

Audrey Seymour Ramberg  
Assistant City Manager

cc: APWD—Arango, PPM—Printy, SPM—Liu, SMA—Goedicke, SMA—Doan, File (26-35)