



# City of Rialto

## Legislation Details (With Text)

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**On agenda:** 7/12/2016      **Final action:**  
**Title:** Request City Council to Approve a Professional Services Agreement with Community Works Design Group, Inc. for Phase 1 Engineering, Landscape Design, and Project Management Services for the Frisbie Park Expansion and Cactus/Randall Park Development Projects in the Amount of \$227,880. (ACTION)

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. Attachment 1 - RFP and Addenda, 2. Attachment 2 - Proposal Evaluation Summary Sheet, 3. Attachment 3 - Proposal Scoring Sheets, 4. Attachment 4 - Proposal and Presentation Summary Sheet, 5. Attachment 5 - Presentation Scoring Sheets, 6. Attachment 6 - Reports related to Fergusson Park Improvements, 7. Attachment 7 - Cost Comparison, 8. Attachment 8 - CWDG Proposal, 9. Attachment 9 - PSA with CWDG, 10. CWDG PSA Exhibit C-1 (Fee Proposal), 11. CWDG PSA Exhibit C-2 (Hourly Rates), 12. CWDG PSA Exhibit D-1 (Project Schedule)

Date	Ver.	Action By	Action	Result
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For City Council Meeting [July 12, 2016]

TO: Honorable Mayor and City Council

APPROVAL: Michael E. Story, City Administrator

FROM: Robert G. Eisenbeisz, P.E., Public Works Director/City Engineer

Request City Council to Approve a Professional Services Agreement with Community Works Design Group, Inc. for Phase 1 Engineering, Landscape Design, and Project Management Services for the Frisbie Park Expansion and Cactus/Randall Park Development Projects in the Amount of \$227,880.

**(ACTION)**

### **BACKGROUND:**

In 2011, Willdan Financial Services conducted a Development Impact Fee Study ("Willdan Fee Study") which inventoried the master planned public facilities for General Municipal Facilities, Police Facilities, Fire Facilities, Library Facilities and Park facilities necessary to provide adequate public services and facilities at the City's build-out. The Willdan Fee Study showed Census (2010) population of 99,171 with a buildout growth of an additional 44,850 population and a buildout population of 144,021. Current park inventory showed 116.5 improved acreage and 17.50 unimproved acreage for a total of 134 acres of existing park inventory. The recommended park land dedication standard is at 3 acres per 1,000 residents. The existing improved park inventory of 116.5

provides 1.35 acres per 1,000 residents, based upon 99,171 residents (census population of 2010), creating a deficiency of 1.65 acres per 1,000 residents to meet the park land dedication standard.

The City has recognized that park usage has increased over the last decade and the demand for recreational facilities has expanded to include both active and passive areas, including sports, recreational activities, and community facilities. City Council appropriated funds from the General Fund in fiscal year 2015/2016 for design for development of existing undeveloped portions of Frisbie Park and for a new park at the northeast corner of Cactus Avenue and Randall Avenue.

Frisbie Park is located at 598 E. Easton Street. This 27.4 acre site is partially developed. The developed portion has an area of approximately 16.7 acres and consists of six baseball diamonds, two basketball courts, a playground area, and a pavilion, as well as concession and restroom facilities. The proposed new development area includes two undeveloped portions of the park. These portions include a 2.2 acre area located in the northwest section of the park and an 8.5 acre area located in the southern section of the park.

The second site is a vacant parcel located at the northeast corner of Cactus Avenue and Randall Avenue, and consists of approximately 7.5 acres. This park location will serve an area of mostly residential homes. The Cactus Channel, a designated flood control channel, is located along the east edge of the property.

On December 8, 2015, City Council authorized the release of Request for Proposals No. 16-043 for Engineering, Landscape Design, and Project Management Services for the Frisbie Park Expansion and Cactus/Randall Park Development Projects.

#### **ANALYSIS/DISCUSSION:**

The City released a Request for Proposals (RFP) on December 9, 2015. The City advertised the RFP in the San Bernardino County Sun newspaper, posted it on the City's website, and distributed it to various plan rooms throughout Southern California. A copy of the RFP and its addenda are included as **Attachment 1**.

In accordance with California Government Code Section 4562 and Chapter 2.48.440 of the Rialto Municipal Code, local agencies shall select firms providing professional services on the basis of demonstrated competence and on the professional qualifications necessary for satisfactory performance of the services required.

On January 21, 2016, the City received eight (8) proposals in response to the RFP from the following firms (in alphabetical order):

1. Community Works Design Group, Riverside, CA
2. David Evans and Associates, Ontario, CA
3. David Volz Design, Costa Mesa, CA
4. Hirsch & Associates, Anaheim, CA
5. Nuvis Landscape Architecture, Costa Mesa, CA
6. RHA Landscape Architects Planners, Riverside, CA
7. RRM Design Group, San Juan Capistrano, CA
8. Schmidt Design Group, San Diego, CA

The City assembled an evaluation panel to review the submitted proposals. The proposal evaluation panel consisted of the following members:

Perry Brents, Community Services Director  
Joe Britt, Recreation & Parks Commission Chairman

Rafael Trujillo, Recreation & Parks Commissioner  
John Dutrey, Project Manager, Development Services Department  
Katie Nickel, Public Works Program Coordinator, Public Works Department  
Jeffrey Schafer, Associate Civil Engineer, Public Works Department

Written proposals were evaluated in accordance with the criteria set forth in the RFP. Proposal evaluations considered each firm's project understanding, scope of work, staff qualifications, firm qualifications, and project schedule. A proposal evaluation summary sheet is included as **Attachment 2**. The evaluation panel's proposal scoring sheets are included as **Attachment 3**.

Following the review of the written proposals, the top five (5) firms were asked to participate in a formal interview process that required a formal presentation followed by responses to evaluation panel questions. The interviews took place on March 17, 2016. The following firms were asked to participate in the formal interview process (in alphabetical order):

1. Community Works Design Group, Riverside, CA
2. David Evans and Associates, Ontario, CA
3. RHA Landscape Architects Planners (Riverside, CA)
4. RRM Design Group, San Juan Capistrano, CA
5. Schmidt Design Group, San Diego, CA

The interview panel consisted of the following members:

Perry Brents, Community Services Director  
Joe Britt, Recreation & Parks Commission Chairman  
Katie Nickel, Public Works Program Coordinator, Public Works Department  
Jeffrey Schafer, Associate Civil Engineer, Public Works Department

The evaluations considered each firm's interview/presentation, project understanding, project approach/vision, and responses to panel questions. The results of the evaluations for the firms that made presentations are included in a combined Proposal and Presentation Summary Sheet included as **Attachment 4**. The evaluation panel's presentation scoring sheets are included as **Attachment 5**.

Based on the submitted proposals, demonstrated experience, work history with Rialto, and formal interview presentations, the evaluation panel concluded that Community Works Design Group, Inc. and RHA Landscape Architects-Planners, Inc. were the most qualified firms to provide Engineering, Landscape Design, and Project Management Services for the Frisbie Park Expansion and Cactus/Randall Park Development Projects.

Subsequent to the panel evaluation, staff reviewed the City of Rialto's past experience with both firms. Community Works Design Group's past work included design of the Bud Bender Park Rehabilitation Project and the Frisbie Park Sports Lighting Improvement Project. RHA Landscape Architects-Planner's past work included design of the Fergusson Park Improvement Project. During construction of the Fergusson Park Improvement Project, several issues surfaced which necessitated the expenditure of additional City funds. At that time, staff concluded that much of the additional expenditures were the result of errors and/or omissions in RHA's design. Copies of agenda/staff reports covering authorization to increase expenditure authority related to the Fergusson Park Improvement Project are included as **Attachment 6**. Based on the past performance of both firms, staff recommends approval of a Professional Services Agreement with Community Works Design Group, Inc. for Phase 1 Engineering, Landscape Design, and Project Management Services for the Frisbie Park Expansion and Cactus/Randall Park Development Projects.

Staff reviewed the scope of services and cost proposal provided by Community Works Design Group,

Inc. and found them to be appropriate for the tasks requested. A cost comparison summary sheet showing costs provided by firms for work covering the initial needs/use assessment to approval of final conceptual plans is included as **Attachment 7**. The Schedule of Compensation is included as Exhibit "C" to the Professional Services Agreement. A copy of the Community Works Design Group proposal is included as **Attachment 8**. A copy of the proposed Agreement is included as **Attachment 9**.

Preparation of accurate estimates for detailed engineering design is not possible prior to final approval of the conceptual design plans. For this reason, the work will be broken into two phases. The current award will include only the Phase 1 work, Tasks 1-8 as follows:

- Task 1 - Research/Program Scoping/Topographic Survey/Geotech/Environmental Studies
- Task 2 - Community Outreach/Public Participation/Needs Assessment Survey
- Task 3 - Pre-Design Committee/Commission Review/Council Review
- Task 4 - Schematic Planning
- Task 5 - Schematic Public Design Workshop
- Task 6 - Master Planning
- Task 7 - Master Plan Presentations (Commissions and Public)
- Task 8 - Master Plan Presentations (Council and Public)

Once final master plans are approved for each park site, Community Works Design Group will be asked to prepare final estimates for the Phase 2 work, Tasks 9-11 as follows:

- Task 9 - Design Development Phase
- Task 10 - Construction Document Phase
- Task 11 - Bidding/Construction Phase

Following evaluation of the Phase 2 estimates, staff anticipates returning to City Council to seek authorization to amend the PSA to include the Phase 2 work, Tasks 9-11.

### **ENVIRONMENTAL IMPACT:**

The requested approval of the professional services agreement and the professional services resulting from it do not constitute a "Project" as defined by the California Environmental Quality Act (CEQA). Pursuant to Section 15378(a), a "Project" means the whole of an action, which has a potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment. According to Section 15378(b), a Project does not include: (5) Organizational or administrative activities of governments that will not result in direct or indirect physical changes in the environment.

Various technical studies will be required as part of the environmental evaluation of the two sites based upon the preferred conceptual alternatives and based upon a preliminary review of the site location and conditions. The results of the technical studies will dictate the appropriate environmental document for each site.

### **GENERAL PLAN CONSISTENCY:**

Approval of this action complies with the following City of Rialto Guiding Principles, General Plan Goals and Policies:

*Our City government will lead by example, and will operate in an open, transparent, and responsive manner that meets the needs of the citizens and is a good place to do business.*

**Goal 2-24: Take advantage of opportunities to increase and enhance open spaces throughout Rialto.**

**Goal 2-27: Provide a variety of park facilities that meet the diverse needs and interest of the community.**

Policy 2-27.1: Establish a Master Plan for Parks and Recreation that achieves a park ratio of 3.0 acres per 1,000 residents, evenly distributes park facilities throughout the community, and contains strategies for funding facilities and maintenance.

Policy 2-27.2: Plan for and designate adequate funding to maintain new and existing parks and facilities.

#### **LEGAL REVIEW:**

The City Attorney has reviewed and approved the staff report and professional services agreement.

#### **FINANCIAL IMPACT:**

Funding information and expense allocations for the design of the Frisbie Park Expansion and Cactus/Randall Park Development Projects are shown in **Table 1**.

<b>SOURCES OF FUNDS</b>	<b>Fund, Account No</b>	<b>Frisbie Park</b>	<b>Cactus/Randall</b>	<b>Expended to Date</b>
General Fund Capital		200,000		2,081
General Fund Capital			200,000	2,081
<b>TOTAL SOURCES OF FUNDS</b>		<b>200,000</b>	<b>200,000</b>	<b>4,162</b>
<b>USES OF FUNDS</b>				
DESIGN	300-500-8150-3001-150304-	180,000		
ADMINISTRATION	300-500-8150-3001-150304-	20,000		2,081
DESIGN	300-500-8150-3001-150303-		180,000	
ADMINISTRATION	300-500-8150-3001-150303-		20,000	2,081
<b>TOTAL USES OF FUNDS</b>		<b>200,000</b>	<b>200,000</b>	<b>4,162</b>

**Table 1 - Funding Summary**

The award of the Phase 1 design work is for \$227,880. There are sufficient funds available for the Phase 1 design work. The rough estimate for the Phase 2 design work is \$310,000. Currently there are not sufficient funds budgeted for the Phase 2 design work. Once conceptual designs for the parks are approved, Community Works Design Group will be able to provide a more refined estimate for Phase II and provided that sufficient funds can be appropriated in the future, staff anticipates requesting City Council additional future authorization to amend the current PSA to include the Phase 2 work, Tasks 9-11.

The award for Phase I to Community Works Design Group in the amount of \$227,880 will be from General Fund Capital Account No. 300-500-8150-3001-150304-01 in the amount of \$113,940 and from Account No. 300-500-8150-3001-150303-01 in the amount of \$113,940.

A Business license application and payment of a Business License tax at the Professional Service

rate in the amount of \$329.00 will be paid by the vendor prior to execution of the Professional Service Agreement.

**RECOMMENDATION:**

Staff recommends that the City Council Approve the Professional Services Agreement with Community Works Design Group, Inc. for Phase 1 Engineering, Landscape Design and Project Management Services for the Frisbie Park Expansion and Cactus/Randall Park Development Projects in the amount of \$227,880.