



DATE: December 12, 2017

CATEGORY: Consent

DEPT.: Public Works

TITLE: **Wyandotte Park Design, Project 17-40, and Wyandotte Park Construction, Project 18-34 – Authorize Professional Services Agreement**

RECOMMENDATION

Authorize the City Manager to execute a professional services agreement with SSA Landscape Architects, Inc., to provide design services and construction support for Wyandotte Park Design, Project 17-40, and Wyandotte Park Construction, Project 18-34, in an amount not to exceed \$253,000.

BACKGROUND

In February 2015, the City purchased the property at 2254 Wyandotte Street (Wyandotte) for a future park. The site was previously used as a dog kennel and the structures on the site were removed in early 2016.

ANALYSIS

On September 21, 2017, a request for proposals (RFP) was sent to three firms on the City's preapproved landscape architect list and two proposals were submitted to the City.

A review panel was selected comprised of staff from the Community Services and Public Works Departments. SSA Landscape Architects, Inc. (SSA), was deemed the most qualified to design the new park based on the merits of their proposal experience, and the qualifications of their subconsultants. Although City Administrative Policy 1-6 for Employment of Professional Services does not require consultant selection to be based on lowest cost, staff notes that SSA submitted the lowest fee proposal.

The main elements of the SSA scope of services include:

- Conduct a preliminary investigation of the project site. The deliverable is an Existing Conditions Report which includes a topographic survey, geotechnical report, and arborist report.
- Prepare Schematic Designs. This will involve conducting two community meetings to solicit input on the park design, presentation of the concepts to the Parks and Recreation Commission and City Council, assisting the City with environmental clearance, and preparing concept cost estimates. The deliverables are preparation of concepts within the project construction budget for approval by Council.
- Prepare construction documents for bidding/construction based on the Council approved concept. The deliverables are plans, specifications, and a cost estimate.

The fee for the recommended contract is \$228,000 for basic services and reimbursable expenses and a \$25,000 contingency for additional services, for a total not to exceed contract amount of \$253,000.

If the recommendation is approved by Council, the consultant team can begin preliminary work in February 2018. The first community meeting is targeted for March/April 2018 and approval of a concept by Council in September 2018.

FISCAL IMPACT

Wyandotte Park Design, Project 17-40, is funded with \$535,000, and Wyandotte Park Construction, Project 18-34, is funded with \$2,580,000, both from the Park Land Fund.

The consultant fees will be funded from both projects to coincide with the design and construction phases in the amount of \$208,050 from Wyandotte Park Design, Project 17-40, and \$44,950 from Wyandotte Park Construction, Project 18-34. The projects have sufficient funding for the recommended action.

ALTERNATIVES

1. Do not approve the recommended contract with SSA.
2. Provide other direction to staff.

PUBLIC NOTICING – Agenda posting.

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