



DATE: January 25, 2022

CATEGORY: Consent

DEPT.: Public Works

TITLE: **Evelyn Park, Project 21-60, and Villa Park, Project 21-61 – Authorize Professional Services Agreements**

RECOMMENDATION

1. Authorize the City Manager or designee to execute a professional services agreement with Callander Associates Landscape Architecture, Inc., to provide design and construction support services for Evelyn Park, Project 21-60, in an amount not to exceed \$251,800.
2. Authorize the City Manager or designee to execute a professional services agreement with SSA Landscape Architects, Inc., to provide design and construction support services for Villa Park, Project 21-61, in an amount not to exceed \$245,000.

BACKGROUND

The developments at 525 East Evelyn Avenue and 1720 Villa Street dedicated 0.68 acre and 0.39 acre of land, respectively, for park use. On April 13, 2021, the City Council approved two midyear Capital Improvement Program projects for the design of these two new parks. The project sites are currently being used as staging areas by the developer under license agreements with the City until the developments are completed, anticipated in late 2022. The locations of these future parks are shown in Figures 1 and 2.



Figure 1: 525 East Evelyn Park Location

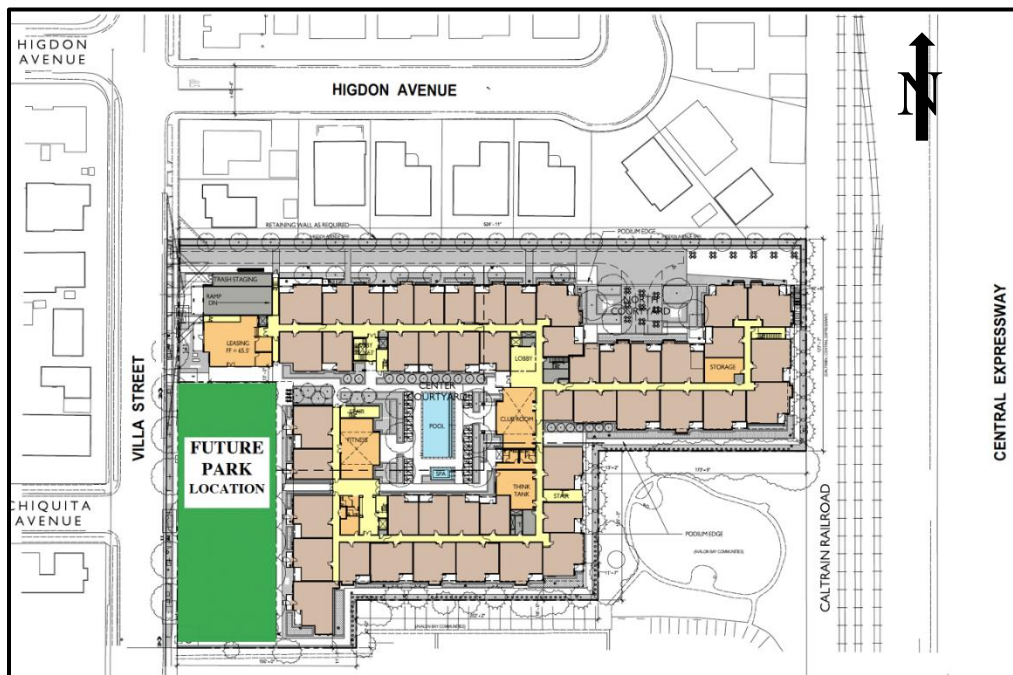


Figure 2: 1720 Villa Park Location

ANALYSIS

On September 20, 2021, a Request for Proposals (RFP) for design services for Villa Park, Project 21-61, was sent to 12 firms, and two firms submitted proposals. The two proposals received were from Callander Associates Landscape Architecture, Inc. (Callander), and SSA Landscape Architects, Inc. (SSA). A review panel comprised of City staff from the Community Services and Public Works Departments evaluated the proposals and deemed both proposals responsive. Both consultants have delivered excellent park designs for the City previously and are familiar with City standards, including conducting productive community input meetings.

Evelyn Park, Project 21-60, is to be designed and constructed within the same timeline as Villa Park. With only two firms submitting a proposal for the Villa Park project and the similarities in both projects, staff requested a second proposal from both consultants for the Evelyn Park project. On November 29, 2021, an abbreviated RFP for design services for Evelyn Park was sent to Callander and SSA.

Following the review of the proposals for both parks projects, Callander and SSA were determined as highly qualified to provide design services for the projects based on the merits of their experience and the qualifications of their subconsultants. The review panel determined it is in the City's best interest to award a design agreement to each consultant. Both of the consultants can begin the design process quickly and effectively, which will assist in delivering both new parks in a timely manner. Staff has selected Callander for the Evelyn Park Project and SSA for the Villa Park Project.

The main elements of the scope of services for both projects include:

- Conducting a preliminary investigation of the project site. The deliverable is an Existing Conditions Report, including a soils report for engineers to design structural elements and a site analysis.
- Preparing 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 (PRC) and City Council, assisting the City with environmental clearance, and preparing concept cost estimates. The deliverables are preparation of concepts for consideration and approval by Council.

- Preparing construction documents for bidding/construction based on the Council-approved concept. The deliverables are plans, specifications, and cost estimates.
- Providing construction administration assistance.

Evelyn Park, Project 21-60

The fee for the recommended contract with Callander is \$226,800 for basic services and reimbursable expenses, and a \$25,000 contingency for additional services, for a total not-to-exceed amount of \$251,800.

Villa Park, Project 21-61

The fee for the recommended contract for SSA is \$220,000 for basic services and reimbursable expenses, and a \$25,000 contingency for additional services, for a total not-to-exceed amount of \$245,000.

Both fees are consistent for such services, and staff considers the fees to be fair and reasonable for the scopes of work required.

If the recommendations are approved by Council, both consultants can begin preliminary work in early 2022. The first community meetings are targeted for spring 2022 and will be followed by an additional community meeting and a PRC presentation to obtain a recommendation. The park naming and concept approval is planned for Council consideration in fall 2022. Following the concept approval by Council, staff will initiate the public art process and return to Council to approve the artwork prior to completing design. The project schedule estimates design would be completed by early 2023 and construction start by approximately summer 2023.

FISCAL IMPACT

Evelyn Park, Project 21-60, is funded with \$455,000 and Villa Park, Project 21-61, is funded with \$440,000, both from the Park Land Dedication Fund. The projects have sufficient funding for the recommended actions.

ALTERNATIVES

1. Do not approve the recommended contracts.
2. Provide other direction.

PUBLIC NOTICING – Agenda posting.

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Goedicke, PA – Li, File 21-60, 21-61