



**DATE:** December 9, 2014

**CATEGORY:** Consent

**DEPT.:** Public Works

**TITLE:** **771 N. Rengstorff Avenue Park Design, Project 15-41 – Authorize Professional Services Agreement**

### **RECOMMENDATION**

1. Authorize the City Manager to execute a professional services agreement with Callander Associates, Inc., to provide design services for 771 N. Rengstorff Avenue Park, Project 15-41, in an amount not to exceed \$168,100.
2. Extend the deadline for the raising of private funds for renovation of the Immigrant House from January 2015 to September 2015.

### **BACKGROUND**

On January 29, 2013, Council approved relocating the Immigrant House to the Municipal Operations Center while private funds were raised for restoration of the structure. Council required that 50 percent of the estimated restoration cost be provided by non-City sources, and that the majority of it be raised within two years. The estimated cost of restoration is \$227,000, though this estimate was prepared without a decision by Council about the use of the structure or the extent of renovation. Council also directed staff to monitor the fundraising efforts and return to Council with an update within two years.

On May 7, 2013, City Council approved the acquisition of a 1.22-acre residential property at 771 North Rengstorff Avenue. On September 24, 2013, Council approved the development of the property as a passive park. At the meeting, Council expressed a desire to preserve as many trees as possible, incorporate a design that recognizes the agrarian past of the site and vicinity, and incorporate the Immigrant House. While residential structures are typically removed from park sites by the City prior to design of the park, in this case Council directed staff to leave the existing home on the site until a design is developed.

## ANALYSIS

Staff is prepared to recommend an architectural services firm for design of the park, and the two-year fundraising period established by Council is nearly complete.

### Architectural Design Services

On October 23, 2014, a request for proposals (RFP) was released to find a designer for the park. A preproposal meeting was held on October 30, 2014 at the site and on November 6, 2014, eight proposals were submitted by landscape consultants.

A review panel comprised of staff from the Community Services and Public Works Departments deemed Callander Associates Landscape Architecture the most qualified to design the new park based on the merits of their proposal, experience, and the qualifications of their subconsultants. Among the considerations was experience designing municipal parks with passive designs that incorporated community input. Although City policy does not require consultant selection to be based on lowest cost, Callander Associates, Inc. (Callander), submitted the lowest fee proposal.

The main elements of the Callander scope of services include:

- Preliminary Investigation of the project site. Deliverable is an Existing Conditions Report which includes a topographic survey, geotechnical report, evaluation of the existing residential home, and an arborist report.
- Schematic Design, which will involve two to three community meetings to solicit input on the park design, presentation of the concepts to the Parks and Recreation Commission and City Council, environmental clearance assistance to the City, and cost estimates. The Schematic Design phase will include consideration of how to incorporate the Immigrant House into the park design and whether or how to include the existing home. Deliverables are schematic design concepts for Council consideration, including cost estimates.
- Preparation of construction documents for bidding/construction based on the Council-approved concept. Deliverables are Plans and Specifications.

The complete scope of services is provided as Attachment 1. Because the condition and potential uses of the existing home on the site are unknown, Callandar's scope does not include preparing a design to renovate the home. If Council elects to leave the home on the site and renovate the structure, the designer's contract could be amended to include design of the renovation.

The fee for the recommended contract is \$158,100 for basic services and reimbursables and a \$10,000 contingency for additional services for a total not-to-exceed contract amount of \$168,100. Staff considers these fees to be typical for such services and to be fair and reasonable.

If the recommendations are approved by Council, the consultant team can begin preliminary work in January 2015. The first community meeting is targeted for February/March 2015 and approval of a concept by Council before the summer 2015 break.

### **FISCAL IMPACT**

771 N. Rengstorff Avenue Park, Project 15-41, is funded with \$235,000 from the Park Land Dedication Fund. The project has sufficient funding for the recommended action. The project budget is as follows:

Design Services	\$168,100
Project Management	35,000
Other Design	10,000
Project Contingency	<u>7,600</u>
Subtotal	220,700
City Administration @ 6.5%	<u>14,300</u>
TOTAL	<u>\$235,000</u>

### **Immigrant House Fundraising**

The Friends of Immigrant House have raised \$55,000 towards renovation of the structure. The current deadline is January 2015 to raise 50 percent of the estimated \$227,000 cost. Prospective donors are expressing interest in the use of the structure, which will be determined during design of the park. Staff therefore recommends a nine-month extension to the two-year fundraising deadline.

**ALTERNATIVES**

1. Do not approve the recommended contract with Callander Associates.
2. Do not approve a fundraising deadline extension.
3. Provide other direction to staff.

**PUBLIC NOTICING** – Agenda posting.

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RSR/7/CAM  
999-12-09-14CR-E-1

Attachment: 1. Callander Scope of Services

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