

REPORT TO THE CITY COUNCIL



DATE: May 7, 2019

TITLE: Award Architectural Design Contract for Corporate Yard Park

Prepared by: Daniel Porras, Public Works Director

RECOMMENDATION

Authorize the City Manager to execute an agreement between Hermann Design Group and the City of Desert Hot Springs in an amount not to exceed \$219,615 for Architectural Design Services for the Design of Corporate Yard Park.

BACKGROUND

A Parks Master Plan (Plan) was approved by the City Council in 2013. In the Plan, there were several recommendations presented to effectively meet the current and future needs of the community. The Plans' Demand and Needs Analysis stated that the City was deficient in baseball fields, softball fields, youth football fields, outdoor basketball courts, and many other categories, based on population.

In order to address those needs, on October 17, 2017, Staff presented to City Council the site of the Corporation Yard for a community park that focused on serving the recreational needs of the community. Typically, community parks accommodate large group activities and offer a wide variety of facilities, in this case baseball and football. This site would allow for organized group activities and is easily accessible by motorists, pedestrians and bicyclists. By moving youth football to this site more space can be utilized for soccer at Mission Springs Park and more baseball/softball field opportunities are created. This project would help to close the gap in our recreational needs and better serve our residents.

The site of the Corp Yard and surrounding parcels is roughly 10 acres. The proposed site plan would allocate 2.5 acres to the Yard and the remaining 7.5 acres would be dedicated as park space. With the current draft design, roughly half of the Corporation Yard will be relocated to the northwest corner of the site. The main building and animal center will be unaffected.

DISCUSSION

Each year the City receives an entitlement allocation of the Community Development Block Grant (CDBG) funding from the U.S. Department of Housing and Urban Development (HUD). The City's 2018-2019 CDBG allocation was estimated at \$219,000. The majority of these funds must be spent on capital projects, such as housing, public facility improvements, or eligible public works projects.

On October 17, 2017, the City Council approved the location of a new park to be located adjacent to the City's Corporation Yard and authorized the submittal of a grant application for funds from the City's 2018-2019 CDBG allocation.

Staff submitted the application in the amount of \$219,000 and in turn was approved for funding the Design of the Corporate Yard Park Project in an amount not to exceed \$209,110 from the City's 2018-2019 CDBG allocation.

Since then Staff completed the Request for Proposals for Architectural and Engineering Design Services for the Corporate Yard Park Project. The City released a Request for Proposals for

Architectural and Engineering Design Services for the Corporate Yard Park Project and received six (6) proposals from the consultant firms listed below.

Staff completed independent evaluations for each proposal and ranked each firm based on the following criteria, the bid cost proposals were not reviewed:

- 1) Completeness of proposal
- 2) Consultant DBE Inclusion
- 3) Prior Experience/Qualifications/References
- 4) Staff and Sub-consultant qualifications
- 5) Responsive project management staff.

The results of the rankings were as follows:

| | Evaluator 1 | Evaluator 2 | Evaluator 3 | Evaluator 4 | Total Average Score | Ranking |
|-----------------------------|--------------------|--------------------|--------------------|--------------------|------------------------------------|----------------|
| Herman Design Group | 86 | 91 | 95 | 90 | 90.5 | 1st |
| Verde Design | 87 | 90 | 98 | 87 | 90.5 | 2nd |
| STK, Inc. | 78 | 75 | 99 | 85 | 84.3 | 3rd |
| RJM Design Group | 78 | 85 | 86 | 79 | 82.0 | 4th |
| SVA Architects, Inc. | 70 | 83 | 93 | 73 | 79.8 | 5th |
| TKD Associates, Inc. | 65 | 52 | 83 | 60 | 65.0 | 7th |

All scores were tabulated, and the three top qualified firms were invited to complete an in-person interview/presentation. The interview/presentations were then presented and scored based on the following items:

- 1) Staff / Company History/Background
- 2) Scope of Work / Proposal
- 3) Questions and Answers - City asked 10 Questions

Based on the interview/presentations the most qualified bidder was selected to be Hermann Design Group. After the most qualified bidder was selected Staff reviewed and compared the total cost of services and negotiated a cost that would fit the City's budget and still accomplish the project tasks.

The scope of work includes the Pre-design Services, Conceptual Design, Design Development, and all Environmental clearances/documents per California Environmental Quality Act (CEQA). Additional sources of funding would be necessary to complete the final construction drawings and actual construction to complete the project. Staff is currently seeking additional funding through grants and other sources.

Staff is recommending that the City Council authorize the City Manager to execute an agreement between Hermann Design Group and the City of Desert Hot Springs in an amount not to exceed of \$219,615 for Architectural Design Services for the Design of Corporate Yard Park.

FISCAL IMPACT

Architectural Design Services for the Design of Corporate Yard Park is not to exceed \$219,615 of which a total of \$209,110 will be reimbursed by the 2018-2019 CDBG program and the balance of \$10,505 will be coming from Parkland Development Impact Fee funding. The City must provide the cash flow necessary for the design.

To construct this park Staff estimates a total project cost of \$2.44 million. Final costs will be determined during the design phase.

| | |
|------------------------------|-------------|
| Design | \$200,000 |
| Little league baseball field | \$500,000 |
| Youth football field | \$550,000 |
| ADA restrooms | \$200,000 |
| Snack shack | \$210,000 |
| Parking lot | \$180,000 |
| Bleachers/shade area | \$200,000 |
| Corp Yard Improvements | \$200,000 |
| Contingency | \$200,000 |
| Total: | \$2,440,000 |

Park Financing Plan:

The City must consider using phasing and multiple sources of funding to finance the project, including grants, cash, and possibly incurring new debt. The Design of the project will be paid using CDBG funding and Parkland DIF Fees. The City will apply for a State Park grant that is coming due in 2019. The City was previously awarded this grant for construction of the Health and Wellness Center. Assuming the City is awarded the full amount of the grant there still leaves a \$773,450 funding gap to complete the project. A final financing plan will be presented to City Council once the design and cost estimates are completed.

| | |
|-------------------|-------------|
| 2018-2019 CDBG | \$209,110 |
| 2018-2019 DIF | \$10,505 |
| 2019-2020 CDBG | \$246,935 |
| State Parks Grant | \$1,200,000 |
| Funding Gap | \$773,450 |

EXHIBIT(S)

- 1) Preliminary Site Plan
- 2) Proposal – Hermann Design Group