

**RANCHO PALOS VERDES CITY COUNCIL
AGENDA REPORT**

MEETING DATE: 06/06/2016
AGENDA HEADING: Regular Business

AGENDA DESCRIPTION:

Consideration and possible action to award a professional services agreement to Richard Fisher Associates to complete a Park Master Plan for Ladera Linda Park.

RECOMMENDED COUNCIL ACTION:

(1) Award a Professional Services Agreement to Richard Fisher Associates (RFA), in a form approved by the City Attorney, to complete a Ladera Linda Park Master Plan for an amount not-to-exceed \$103,700.

FISCAL IMPACT: None.

Amount Budgeted:	\$103,700
Additional Appropriation:	N/A
Account Number(s):	330-3033-461-32-00

ORIGINATED BY: Matt Waters, Senior Administrative Analyst *(initials)*

REVIEWED BY: Cory Linder, Director of Recreation and Parks *(initials)*

APPROVED BY: Doug Willmore, City Manager *(initials)*

ATTACHED SUPPORTING DOCUMENTS:

- A. Professional Services Agreement (page A-1)
- B. Richard Fisher Associates proposal: May 3, 2016, 2016 (page B-1)
- C. Negotiated Cost Proposal (page C-1)

BACKGROUND AND DISCUSSION:

On September 1, 2015, the City Council directed Staff to issue a Request for Proposal (RFP) for the Ladera Linda Park Master Plan. The September 1, 2015, Staff report noted that the Ladera Linda Community Center received an overall infrastructure score of "F" (FAIL) in a 2013 Infrastructure Report Card prepared by SA Associates, an engineering firm hired to assess the current condition of existing public structures in the City. This is the same criterion used by the American Society of Civil Engineers (ASCE) when grading infrastructure. In 2005, the Open Space Planning and Recreation and Parks Task Force recommended either demolition or extensive remodeling of the buildings at Ladera Linda.

The FY15-16 Capital Improvement Plan (CIP) notes that "the City Hall buildings and Ladera Linda Community Center buildings are the best examples of buildings that are in great need of renovation to meet organizational needs, comply with safety and code requirements, and comply with all Americans with Disabilities (ADA) guidelines." The

CIP has allocated \$4,000,000 for the Ladera Linda Park and Community Center Buildings Replacement Project FY18-19. The full-cost of the project is estimated at \$7,200,000.

Attendees at two Ladera Linda public workshops on November 12, 2014, and January 21, 2015 (part of the Parks Master Plan Update process), expressed strong support for a new community center at Ladera Linda. Demolition of the existing buildings and the building of a new community center at Ladera Linda were part of the Parks Master Plan Update that was approved by City Council on October 6, 2015.

On October 19, 2015, Staff issued RFPs to design firms for the creation of a Ladera Linda Parks Master Plan. Seven firms submitted proposals. Upon review of the proposals, Staff made some adjustments to the original RFP to reduce the overall scope due primarily to cost and logistical considerations. The updated scope of work included the following major elements:

- Site/Analysis Assessment
 - Phase I site analysis
 - Topographic site survey
 - Architectural assessment
 - Summary of project issues, opportunities and constraints
- Community Outreach and Public Participation
 - Meetings with community groups, neighbors, homeowners associations, stakeholders, and Staff
 - Public Forum Meeting
- Development of a Master Plan
 - Needs Assessment and public outreach
 - Minimum of 3 design alternatives
 - One preferred alternative

Proposals were to address a plan to design and develop low-cost, durable, accessible and attractive park facilities that took into account view considerations; water-smart design and energy efficiency; incorporation of a Sheriff's/Park Ranger's office; parking and traffic impacts; ADA accessibility; neighborhood impacts; security; landscaping; and Preserve access. The updated RFP was issued on April 21, 2016, and resulted in submissions from the following five companies:

- Gonzalez/Goodale Architects
- Richard Fischer Associates (RFA)
- La Cañada Design Group
- Johnson Favarro
- MIG

Following Staff review of the submitted proposals, RFA and Gonzalez/Goodale were interviewed. A panel consisting of Public Works and Recreation and Parks Staff, along with a representative from the Ladera Linda Homeowners Association, interviewed each

firm on May 17 and 18, 2016. Representatives from both firms were asked about their level of expertise and experience on similar projects, their approach to developing an understanding of the project's key issues and challenges, their knowledge of community issues, and their understanding and ability to incorporate a low-key community feeling into the process. RFA was the unanimous selection of the panel. Staff then negotiated the cost of services with RFA which resulted in a proposal of \$103,700, which includes a not-to-exceed amount of \$10,000 for reimbursable expenses. During negotiations, an environmental site analysis was removed from the scope of work. It was agreed upon that this element could be performed during a subsequent design phase. The only other significant negotiated change was reducing the number of alternative designs from three to two. The negotiated cost proposal is provided as Attachment C.

RFA is a full-service firm that has completed well over a hundred park master plan and development projects. Their proposal meets the City's RFP requirements. Staff's believes that RFA has the required talent and experience with similarly-scoped projects to conduct and complete a successful master plan process for Ladera Linda Park.

The project schedule to develop the Master Plan is approximately thirty-four (34) weeks in duration, and if approved, RFA could commence work immediately.

ALTERNATIVES:

In addition to the recommended actions, the City Council may consider the following alternative:

1. Direct Staff to further reduce the proposed scope of work, which would result in further savings. It is important to note that this action would take additional time and result in delays to the project.