



*City of Arts & Innovation*

# City Council Memorandum

*City of Arts & Innovation*

**TO: HONORABLE MAYOR AND CITY COUNCIL DATE: DECEMBER 01, 2020**

**FROM: PARKS, RECREATION AND COMMUNITY WARD: 1**

**SERVICES DEPARTMENT**

**SUBJECT: REQUEST FOR PROPOSALS NO. 2032 – PROFESSIONAL CONSULTANT SERVICES AGREEMENT WITH ALTA PLANNING + DESIGN OF PORTLAND, OREGON FOR GAGE CANAL MULTI-PURPOSE RECREATIONAL TRAIL DESIGN CONSULTANT FOR A TERM THROUGH MARCH 31, 2022 IN THE AMOUNT NOT TO EXCEED \$532,431.65**

## **ISSUE:**

Approve a Professional Consultant Services Agreement for Gage Canal Multi-Purpose Recreational Trail Design Consultant with Alta Planning + Design, Inc., of Portland, Oregon for a term through March 31, 2022 in the amount not to exceed \$532,431.65.

## **RECOMMENDATIONS:**

That the City Council:

1. Approve a Professional Consultant Services Agreement with Alta Planning + Design, Inc., or Portland, Oregon for Gage Canal Multi-Purpose Recreational Trail Design Consultant through March 31, 2022 in the amount not to exceed \$532,431.65; and
2. Authorize the City Manager, or his designee, to execute the Professional Consultant Services Agreement with Alta Planning and Design, Inc., including making minor and non-substantive changes.

## **BACKGROUND:**

On October 1, 2019, the City Council adopted a resolution authorizing the submission of a grant application for the California Natural Resources Agency Urban Greening Grant Program in the amount of \$3,708,509 for the design and implementation of the Gage Canal Multi-Purpose Recreational Trail Phase I.

On April 1, 2020, the City of Riverside entered into an agreement with the State of California Natural Resources Agency for the Gage Canal Multi-Purpose Recreational Trail Phase I in the amount of \$3,708,509.

## **DISCUSSION:**

On July 21, 2020, the Purchasing Division posted RFP No. 2032 on the City's online bidding website. On August 11, 2020, three proposals were received. After a thorough review by the Purchasing Division, it was found that two of the proposals were deemed non-responsive. The selection committee consisted of four staff members from multiple City Departments. The committee reviewed and scored the remaining proposal and interviewed the firm. Alta Planning + Design Inc. received a high rating score, based on their proposal submission. Subsequent to the interview, staff negotiated with Alta Planning + Design Inc. to reduce their price by \$70,811.81.

Gage Canal Trail is an existing informal and unpaved path that follows the Gage Canal and is located within a City owned easement. Phase I of the project is approximately a two mile stretch starting from Palmyrita Avenue, running southwest along the edge of the Box Springs Mountain Reserve, and then south across Spruce Street ending at the UC Riverside Campus at Blaine Street.

The Gage Canal Multi-Purpose Recreation Trail scope of services includes the following tasks:

1. **Project Management** - provide a Project Kickoff, Progress, and Coordination Meetings, Invoice Reports, Monitor the Project Schedule and Management of the Project Team; and
2. **Site Inventory and Analysis** – Research and analyze the existing data, infrastructure, and facilities. Survey the site to gather remaining data necessary to complete design; and
3. **Community Outreach** – Conduct marketing and outreach to gather opinions and input from the local community and various user groups; and
4. **Master Plan** – Develop a master plan that remodels the existing informal trail system with a formalized trail system including additional features and amenities; and
5. **California Environmental Quality Act** – Provide all services, and procure all technical studies and reports as needed for environmental review of the project site in compliance with CEQA Guidelines and prepare and post a Notice of Determination with the County Clerk and State Clearinghouse; and
6. **Bid and Construction Documents** – Develop and prepare schematic designs for Department approval and then prepare a complete bid document package; and for City use in obtaining and awarding a licensed contractor for the construction of the project; and
7. **Bidding and Award Support** – The City shall use the bid documents in obtaining and awarding a licensed contractor for the construction of the project; and
8. **Construction Administration Support** – Assist with site visits, contractor compliance with project bid documents, plant material review, tree tagging, and inspections; and Prepare final record drawings and closeout documentation after final punchlist walk; and
9. **Deliverables** – Consultant shall provide copies of all digital files as well as colored prints used/created during the course of the project. Prepare final record drawings and closeout documentation after final punchlist walk.

The Purchasing Manager concurs that the recommendation to award RFP #2032 to Alta Planning + Design, Inc. is in compliance with Purchasing Resolution 23256.

## **FISCAL IMPACT:**

The total fiscal impact of the action is \$532,431.65. Sufficient funds are available in Gage Canal Trail Phase I account 9409200122-44022000.

Prepared by: Adolfo Cruz, Parks, Recreation and Community Services Director  
Certified as to  
availability of funds: Edward Enriquez, Chief Financial Officer/City Treasurer  
Approved by: Rafael Guzman, Assistant City Manager  
Approved as to form: Kristi J. Smith, Interim City Attorney

Attachment: Professional Consultant Services Agreement