



City Council Memorandum

City of Arts & Innovation

TO: HONORABLE MAYOR AND CITY COUNCIL DATE: MARCH 4, 2025

FROM: PARKS, RECREATION AND COMMUNITY WARD: 1
SERVICES DEPARTMENT

SUBJECT: REQUEST FOR PROPOSAL NO. 2398 - PROFESSIONAL CONSULTANT SERVICES AGREEMENT WITH IDS GROUP, INC., OF IRVINE, CALIFORNIA FOR DESIGN & ENGINEERING CONSULTANT SERVICES FOR THE FAIRMOUNT PARK UNIVERSITY WASH PROJECT, FOR A TWO-YEAR TERM, IN THE AMOUNT OF \$583,772 PLUS 10% CHANGE ORDER AUTHORITY UP TO THE AMOUNT OF \$58,377.20, FOR A TOTAL NOT TO EXCEED \$642,149.20; APPROVE THE FUNDING AGREEMENT WITH RIVERSIDE COUNTY FLOOD CONTROL AND WATER CONSERVATION DISTRICT IN THE AMOUNT OF \$2,000,000 – SUPPLEMENTAL APPROPRIATION

ISSUES:

Approve a Professional Consultant Services Agreement for Request from Proposal No. 2398 with IDS Group, Inc., of Corona, California, for Design & Engineering Services for improvements University Wash at Fairmount Park, for a two-year term, in the amount of \$583,772, plus 10% change order authority up to \$58,377.20, for a total not to exceed \$642,149.20; and approve the Funding Agreement with the Riverside County Flood Control and Water Conservation District in the amount of \$2,000,000; and authorize a supplemental appropriation in the amount of \$2,000,000.

RECOMMENDATIONS:

That the City Council:

1. Approve the Funding Agreement between Riverside County Flood Control and Water Conservation District and the City of Riverside for University Wash Improvements in the amount of \$2,000,000;
2. Authorize the City Manager, or designee, to execute the Funding Agreement with Riverside County Flood Control and Water Conservation District including making minor and non-substantive changes;
3. With at least five affirmative votes, authorize the Chief Financial Officer or his designee to record an increase revenue by \$2,000,000 and appropriate expenditures in the same amount, in the Grants and Restricted Programs Fund, Fairmount Park University Wash revenue and expenditures accounts;

4. Approve the Professional Consultant Services Agreement for Request for Proposal No. 2398 with IDS Group, Inc., of Irvine, California, for Design & Engineering Services for University Wash at Fairmount Park in the amount of \$583,772, for a two-year term;
5. Authorize 10% change order authority in an amount up to \$58,377.20 for project changes including, but not limited to, unforeseen conditions or necessary design changes, for a total contract amount not to exceed \$642,149.20; and
6. Authorize the City Manager, or designee, to execute the Professional Consultant Services Agreement with IDS Group, Inc., including making minor and non-substantive changes.

DISCUSSION:

Fairmount Park is approximately 280 acres in size. It is situated near the Santa Ana River, south of State Route 60, and west of Market Street. Fairmount Park is the largest developed park in Riverside. First dedicated in 1898, it is also the second oldest park in the city. University Wash (also known as Springbrook Wash), flows into the lake system at Fairmount Park and through to the Santa Ana River, carrying sediment, trash, and debris from upstream environments. The hydraulics and hydrology of the segment of University Wash between Market Street and the lake system in Fairmount Park is not functioning well, causing flooding within the park and carrying sediment into the lakes, reducing water depth and water quality. Flooding in the park requires street closures which negatively impact circulation and is a drain on City resources to repeatedly clean-up afterwards.

Springbrook/University Wash Project – Professional Design & Engineering Consultant Agreement Award

The purpose of this project is to restore stormwater capacity in the channel, improve the functionality and beauty of University Wash in Fairmount Park, reduce flooding, and increase safety. Goals include:

1. Restore the conveyance capacity of University Wash to increase current channel conveyance capacity to convey Q100, eliminate flooding of Bowling Green Drive, and eliminate upstream backwater and ponding of low flows that occurs within the Riverside County Flood Control and Water Conservation District's (District) University Wash Channel
2. Design and engineer the Bowling Green Drive vehicular bridge replacement to reduce flooding overflow and include sidewalks for safer pedestrian circulation
3. Improve maintenance access and maintainability of University Wash
4. Design low-flow and high-flow spillway and conveyance from the reach of University Wash between Bowling Green Drive and Fairmount Lake
5. Utility coordination and relocation
6. Replace the at-grade crossing at the terminus of the University Wash to Fairmount Lake
7. Establish maintenance access, which might include foot bridges or culverts
8. Protect Montezuma Bald Cypress Trees
9. Provide a University Wash maintenance plan for the project area

The Parks, Recreation and Community Services Department (PRCSD) prepared RFP No. 2398 for Design & Engineering Consultant Services for University Wash at Fairmount Park. The scope of services for the consultant includes:

- Project Management
- Preliminary Engineering and Design Development
- CEQA Documentation
- Resource Agency Permitting
- Utility Coordination and relocation if necessary
- Stakeholder Coordination (assume 5 public meetings)
- Monthly meetings with City Staff and the District for review and concurrence of plans
- Community Outreach (provide graphics and information for outreach to be conducted by City)
- Final Engineering and Construction Drawings and Project Specifications
- Construction Cost Estimate
- Bid Support Services
- Construction Support Services

On August 16, 2024, the Purchasing Division posted Request for Proposal (RFP) No. 2398 for Design & Engineering Consultant Services for University Wash on the City’s website. The project received attention from 83 prospective bidders, 43 of those being listed as potential Prime bidders. In response to the RFP, on September 17, 2024, the City received a total of seven proposals. After review by the Purchasing Division, all the proposals were deemed to be responsive. A selection committee comprised of staff from the City’s Parks, Recreation and Community Services Department, the City’s Public Works Department, and an individual from the Riverside County Flood Control evaluated the proposals for two rounds, which resulted in IDS Group, Inc. ranking No. 1. The evaluation criteria, total points and rankings for each evaluation round are summarized in the tables below.

Round 1

Evaluation Criteria

Qualifications	30%
Experience	20%
Pricing	20%
Professional References	10%
Approach and Methodology	20%

Evaluation Results

VENDOR	LOCATION	TOTAL COST PER CLASS	TOTAL POINTS	RANK
Craftwater Engineering, Inc.	San Diego, CA	\$732,968.00	822.49	1
TKE Engineering	Riverside, CA	\$474,740.00	807.66	2
IDS Group, Inc.	Irvine, CA	\$544,283.00	780.40	3
CWE	Fullerton, CA	\$736,975.00	731.13	4
PBLA Engineering, Inc.	Irvine, CA	\$532,002.00	703.50	5
Sherwood Design Engineers	San Francisco, CA	\$749,112.00	654.03	6
EPD Solutions	Irvine, CA	\$865,305.00	619.70	7

The top three consultants were within a competitive point range and were invited to move forward into Interviews (Round 2 Evaluation).

Round 2

Evaluation Criteria

Experience	30%
Qualifications	40%
Approach and Methodology	30%

Evaluation Results

VENDOR	LOCATION	TOTAL COST	TOTAL POINTS	RANK
IDS Group, Inc.	Irvine, CA	\$544,283.00	793.66	1
TKE Engineering	Riverside, CA	\$474,740.00	718.33	2
Craftwater Engineering, Inc.	San Diego, CA	\$732,968.00	693.33	3

As result of the combined scores from round 1 and round 2 evaluations, IDS Group, Inc. ranked No. 1. and City Staff determined that two optional tasks submitted by IDS Group, Inc. in their proposal would be required and were added to the contract total in the amount of \$39,489. This increases the contract total to \$583,722.

Purchasing Resolution No. 24101, section 508 (c) states that “Contracts shall be awarded by the Awarding Entity to the Lowest Responsive and Responsible Bidder, except that: (c) Contracts procured through Formal Procurement for Services or Professional Services where a Request for Proposals or Request for Qualification was used to solicit bids, shall be awarded by the Awarding Entity in accordance with the evaluation criteria set forth in the Request for Proposals... except that a local Proposer may be given preference pursuant to Section 704.”

The Purchasing Manager concurs that the recommendation is in compliance with Purchasing Resolution No. 24101, section 508 (c).

District Funding Agreement

Per the attached Funding Agreement, the District will cover the cost of design, construction and contract administration costs for the eligible scope of work. The District will fund work related to safely conveying stormflows, eliminating upstream backwater and ponding that occurs within the District’s maintained flood control channel as shown highlighted in yellow on the attached site plans.

STRATEGIC PLAN ALIGNMENT:

This item contributes to the Envision Riverside 2025 City Council Strategic Priority 1 – Arts, Culture and Recreation, Goal 1.3, to improve parks, recreational amenities, open space, and trail development, and fulfill critical lifecycle and facility maintenance needs, Goal 1.4, to prioritize safety at parks, trails, arts, cultural and recreational facilities, and Priority 5 – High Performing Government, Goal 5.3 - Enhance communication and collaboration with community members to improve transparency, build public trust, and encourage shared decision-making.

This item aligns with the following Cross-Cutting Threads:

1. **Community Trust:** Standard City public procurement methods were utilized to solicit proposals from consultant firms. Fair and unbiased evaluations were conducted by City Staff members to make the final determination in accordance with adopted Purchasing

Resolution No. 24101. The project will include community meetings to ensure that the community is a partner in Fairmount Park’s future.

2. **Equity:** Community outreach will include multiple opportunities and modes for reaching people. Outreach tools, platforms and advertising will be in English and Spanish to engage a broad spectrum of Riverside’s diverse population. Outreach and engagement efforts will be advertised using social media posts, e-blasts, newspaper ads, a press release, postcards/flyers, and signs posted at the park.
3. **Fiscal Responsibility:** The project will be funded largely by the District, thereby providing great value to City residents. Competitive pricing was a substantial evaluation factor used in the formal procurement process undertaken.
4. **Innovation:** The project team will evaluate innovative solutions to select solutions that have multiple benefits by improving the hydraulic/hydrologic function of the channel, improving safety for park users, improving the natural environment in Fairmount Park, and enhancing aesthetics for more enjoyable passive recreation.
5. **Sustainability and Resiliency:** This project will re-engineer and enhance existing City park facilities and stormwater infrastructure, ensuring they will function better and last well into the future with less issues, improving the overall quality of life for City of Riverside residents.

FISCAL IMPACT:

The total fiscal impact of the funding agreement is \$2,000,000. Upon Council approval a supplemental appropriation of \$2,000,000 will be recorded in project revenue and expenditure accounts as outlined in Table 1.

The total fiscal impact of the design and engineering agreement is \$642,149.20, as outlined in Table 2 below. Upon approval of the supplemental appropriation sufficient funds will be available in the expenditure account outlined in table 1. The remainder of the funding will be used for construction, which will be brought back to the City Council as a separate item for approval.

Table 1. Supplemental Appropriation

Fund	Project	Account	Amount
Grants & Restricted Programs	Fairmount Park University Wash	<i>Revenue</i>	
		9929400-339000	\$2,000,000
		<i>Expenditures</i>	
		9929400-440309	\$2,000,000

Table 2. Design and Engineering Consultant Agreement Costs:

Design & Engineering Consultant Contract Award	\$583,772.00
Design Contingency (10%)	\$58,377.20
TOTAL	\$642,149.20

Prepared by: Alisa Sramala, Principal Park Project Manager
Approved by: Pamela M. Galera, Parks, Recreation and Community Services Director
Certified as to availability of funds: Kristie Thomas, Finance Director/Assistant Chief Financial Officer
Approved by: Kris Martinez, Assistant City Manager
Approved as to form: Jack Liu, Interim City Attorney

Attachments:

1. Professional Consultant Services Agreement
2. RFP Award Recommendation
3. Site Plan
4. Funding Agreement
5. Presentation