



City Council Memorandum

City of Arts & Innovation

TO: HONORABLE MAYOR AND CITY COUNCIL DATE: OCTOBER 17, 2023

FROM: PARKS, RECREATION AND COMMUNITY WARD: 5
SERVICES DEPARTMENT

SUBJECT: APPROVE DESIGN BUILD SERVICES AGREEMENT FOR REQUEST FOR PROPOSAL NO. 2256, WITH URBAN HABITAT LANDSCAPE CONTRACTORS, FOR DESIGN/BUILD SERVICES FOR THE ARLINGTON PARK PICKLEBALL COMPLEX PROJECT, IN THE AMOUNT OF \$2,058,240.63; AND AUTHORIZE 8% CHANGE ORDER AUTHORITY UP TO \$164,659.25, FOR A TERM THROUGH DECEMBER 31, 2026

ISSUE:

Approve the Design Build Services Agreement for Request For Proposal No. 2256, with Urban Habitat Landscape Contractors of La Quinta, California, for Design/Build Services for the Arlington Park Pickleball Complex Project, in the amount of \$2,058,240.63; and authorize 8% construction change order authority up to \$164,659.25, for a term through December 31, 2026.

RECOMMENDATIONS:

That the City Council:

1. Approve the Design Build Services Agreement for Request For Proposal No. 2256, with Urban Habitat Landscape Contractors, of La Quinta, California, for Design/Build Services for the Arlington Park Pickleball Complex Project, in the amount of \$2,058,240.63, for a term through December 31, 2026;
2. Authorize 8% change order authority in an amount up to \$164,659.25 for project changes including, but not limited to, unforeseen conditions or necessary design changes, for a total contract amount of \$2,222,899.88; and
3. Authorize the City Manager, or designee, to execute the Design Build Services Agreement with Urban Habitat Landscape Contractors, including making minor and non-substantive changes.

BACKGROUND:

On November 8, 2016, the City of Riverside voters approved Measure Z, a one-cent transaction and use tax to help pay for critical unfunded City programs and services, including repair and

maintenance of City facilities, such as police and fire stations, recreation centers and libraries, as well as road and tree maintenance.

On June 13, 2023 City Council authorized the allocation of \$6,492,000 in Measure Z funding for Parks capital improvement projects, including an \$840,000 supplemental appropriation for the Arlington Pickleball Complex project and one-time funding for ten other partially funded park capital improvement projects.

DISCUSSION:

Pickleball is a sport that is enjoyed by people of all ages and skill levels. The Arlington Park Pickleball Complex Project is designed to increase the City’s recreational opportunities and directly respond to the community’s needs and enhance their overall quality of life. The concept was designed with extensive community input and will replace two deteriorating and underutilized tennis courts with a nine-court pickleball complex to serve the entire City. The project will fill the gap in recreational services needed to meet the demand for pickleball within our City and will provide a facility to host tournaments, bringing economic benefits to the community.

On March 22, 2023, the Purchasing Division posted Request For Proposal (RFP) No. 2256 for the Design/Build Services for Arlington Park Pickleball Complex project on the City’s website. Upon Bid opening on May 9, 2026, the City received one (1) proposal out of the fifty (50) prospective bidders who registered for the project on the City’s PlanetBids website.

Vendor	Vendor’s Location	Rank
Urban Habitat Landscape Contractors	La Quinta, CA	1

The Purchasing Division reached out to the companies on the Prospective Bidders list to inquire as to why more bids were not received on the project. The responses received affirmed that the majority of companies decided not to participate due to scheduling conflicts and the inability of the companies to fit the project into their calendar.

After review by the Purchasing Division, it was found that the received proposal was deemed to be responsive. A construction management consultant providing on-call services to the PRCSD also provided reference pricing for the scope of work which allowed staff to verify that the proposed price is fair and reasonable. Subsequent to the evaluation, staff negotiated with Urban Habitat Landscape Contractors to reduce their price by \$109,716.27.

The Arlington Park Pickleball Complex project scope of services includes the following tasks:

Schedule A (Design):

- **Schematic Design** - Finetuning the overall pickleball court complex concept design with specific site conditions.
- **Design Development** - Further refinement and development of the demolition, grading, site improvement plans, landscape, irrigation, and electrical plans for the pickleball court complex concept presented in the Schematic Phase.
- **Construction Documents** - The documents developed will be used for submission to the local building departments for permits and then used for construction.

Schedule B (Construction):

- **Base Bid Item 1-A: Construction of Courts # 3-9**– Remove the existing tennis courts and replace with seven (7) general use pickleball courts.
- **Additive Bid Item 2-A: Construction of Tournament Courts # 1-2** – Construction of two (2) tournament courts.
- **Additive Bid Item 2-B: Construction of Spectator Seating for Courts # 1-2** – Purchase and installation of bleachers to form spectator seating.
- **Additive Bid Item 2-C: Installation of Lighting for Courts # 1-9** – Purchase and installation of energy efficient LED lighting for all pickleball courts.
- **Additive Bid Item 2-D: Lighting of existing basketball court** – Not a part
- **Additive Bid Item 2-E: Installation of Shade Structures over Spectator Seating** – Purchase and installation of shade structures over the spectator seating.

PRCSD recommends that a design-build services agreement in the amount of \$2,058,240.63 be awarded to Urban Habitat Landscape Contractors, of La Quinta, California, for the Arlington Park Pickleball Complex Project for Schedule (A) Design Task Items 1-3, Schedule (B) Base Bid Item 1-A and Additive Bid Items 2-A, 2-B, 2-C, and 2-E. Additive Bid Item 2-D, upgrade of existing basketball court lighting, is neither recommended or included for award because it can be accomplished for less with City staff. The project includes construction of an ADA compliant sidewalk and pathways, which are critical to providing park patrons with equitable access to park facilities. Staff recommends that all nine (9) pickleball courts be constructed at this time because the local pickleball community needs a facility with enough courts to host tournaments which benefits the local economy and promotes our sense of community, physical health and overall well-being.

Parks staff have determined that this project is exempt from the California Environmental Quality Act (CEQA) pursuant Sections 15302, 15303, 15304, and 15332 of the CEQA Guidelines, as the proposed park improvement project is located at an existing developed park and the improvements will not have a significant effect on the existing environment. Staff has filed the Notice of Exemption (NOE) documentation with the County Clerk.

The Purchasing Manager concurs that the recommendation is in compliance with Purchasing Resolution No. 23914.

STRATEGIC PLAN ALIGNMENT

This item contributes to **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; **Priority 2 – Community Well-being, Goal 2.3** – Strengthen neighborhood identities and improve community health and the physical environment through amenities and programs that foster an increased sense of community and enhanced feelings of pride and belonging citywide; 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 each of the five Cross-Cutting Threads as follows:

1. **Community Trust:** The PRCSD worked alongside the local pickleball community to develop conceptual plans that would best serve the community and will continue to have

the group provide input on the project through the design development and construction phases of the project.

2. **Equity:** Arlington Park offers free recreational opportunities to all members of the public.
3. **Fiscal Responsibility:** Standard City public procurement methods were utilized to solicit proposals from local firms. Fair and unbiased evaluations were conducted by City Staff members to make the final determination in accordance with adopted Purchasing Resolution No. 23914. On-call construction management services were used to determine that the proposed costs for design and construction were within current market value.
4. **Innovation:** This project is responding to the community’s changing recreational, social, and health and wellness needs by providing additional support facilities and amenities as requested during outreach for the 2020 Parks, Recreation and Community Services Master Plan.
5. **Sustainability and Resiliency:** These services will contribute to developing new and enhancing existing City facilities and amenities, which encourages and provides access to healthy exercise opportunities while improving the overall quality of life for all City of Riverside residents.

FISCAL IMPACT:

The total fiscal impact of the action is \$2,222,899.88, including contingency of \$164,659.25. Total project costs are \$2,409,464.29 as detailed in the Costs table provided below. Adequate funds are budgeted and available in the Measure Z Fund project accounts listed in the following Project Funding table.

A project funding deficit of \$1,360,000 was previously identified in the aforementioned June 13, 2023, City Council report requesting Measure Z funds subsequent to the receipt of Arlington Pickleball Complex project bids. The project deficit has since been reduced to approximately \$989,000 through negotiations with the Design-Build Team. Utilizing the Patterson Park Measure Z funding to fill the gap will allow for the completion of the Arlington Pickleball Complex project now, and staff will seek and ensure replacement funding for Patterson Park before awarding the bid for that project. Fortunately, inflation continues to decline, and PRCSD has been able to modify the scope and negotiate some savings on parks projects. Nonetheless, impacts of inflation over the last couple of years are having a lasting impact on all PRCSD projects, and as a result, staff anticipates the need to reprioritize projects or seek Council approval for additional funding for planned projects.

Costs:

Design/Build Contract Award	\$2,058,240.63
Construction Contingency	\$164,659.25
Construction Admin, Testing, Permitting, & Inspections	\$186,564.41
TOTAL	\$2,409,464.29

Project Funding

Fund	Program/Project	Account	Amount
Grants & Restricted Programs	Arlington Park Improvements	9923320 - 440120	\$190,064.00
		9923330 - 440120	\$57,749.00
RSDA 2007 Bonds		9923300 - 440446	\$277,027.11
CFD-Riverwalk Vista		9923310 - 440446	\$56,561.01
Measure Z Capital		9923309 - 440301	\$840,000.00
	Patterson Park Project Improv.	9339709 - 440301	\$988,063.17
Total			\$2,409,464.29

Prepared 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: Phaedra A. Norton, City Attorney

Attachments:

1. Design-Build Agreement
2. RFP Award Recommendation
3. Arlington Pickleball Complex Conceptual Plan