



# City Council Memorandum

*City of Arts & Innovation*

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**TO: HONORABLE MAYOR AND CITY COUNCIL**      **DATE: APRIL 4, 2023**

**FROM: PARKS, RECREATION AND COMMUNITY SERVICES DEPARTMENT**      **WARDS: ALL**

**SUBJECT: FIRST AMENDMENT TO THE PROFESSIONAL CONSULTANT SERVICES AGREEMENT FOR ON-CALL CONSTRUCTION PROJECT MANAGEMENT SERVICES WITH WALLACE & ASSOCIATES CONSULTING, INC., TO INCREASE FUNDS TO AN AMOUNT NOT TO EXCEED \$1,500,000 OVER A THREE-YEAR TERM, WITH THE OPTION TO EXTEND FOR AN ADDITIONAL TWO-YEAR TERM IN THE AMOUNT OF \$1,000,000, FOR A TOTAL AMOUNT OF \$2,500,000**

## **ISSUE:**

First Amendment to the Professional Consultant Services Agreement to Increase the on-call construction project management services with Wallace & Associates Consulting, Inc., to an amount not to exceed \$1,500,000 over a three-year term effective on the date signed in the agreement, with the option to extend for an additional two-year term in the amount of \$1,000,000 for a total amount of \$2,500,000 for the five-year term.

## **RECOMMENDATIONS:**

That the City Council:

1. Approve the First Amendment to the Professional Consultant Services Agreement to Increase the on-call construction project management services with Wallace & Associates Consulting, Inc., to an amount not to exceed \$1,500,000 over a three-year term, with the option to extend for an additional two-year term in the amount of \$1,000,000 for a total amount of \$2,500,000 for the five-year term; and
2. Authorize the City Manager, or designee, to execute necessary documents, extensions, and amendments for on-call services' scope of work, including making minor and non-substantive changes.

## **BACKGROUND:**

On May 25, 2021, the Purchasing Division posted RFP No. 2105 on the City's online bidding website. The RFP closed on June 15, 2021. A total of 106 prospective bidders downloaded the RFP. A total of seven (7) proposals were received. After a thorough review by the Purchasing Division, it was found that all proposals were deemed responsive. A selection committee consisting of three staff members from Parks, Recreation and Community Services Department

(PRCSD), reviewed and scored the proposals based on experience, qualifications, pricing, and references. The top three highest scoring firms were then interviewed. After careful review it was determined that Wallace & Associates Consulting, Inc. was the highest rated score based on the combination of the proposal and interview scores.

On April 5, 2022, City Council approved and authorized the award of on-call professional project management services to Wallace and Associates Consulting, Inc. for an amount not to exceed \$500,000 over a three-year term, with an annual cap of \$200,000, with the option to extend for an additional two-year term in the amount of \$400,000 for a total amount of \$900,000 for the five-year term.

## **DISCUSSION:**

Since City Council approval and execution of the project management services contract, the Parks, Recreation and Community Services Department has received various large grant awards for projects that include short performance periods. Unfortunately, the contract amount originally awarded by department staff for on-call services is impeding the consulting company's ability to be utilized effectively.

The City of Riverside has fifty-nine parks totaling 2,591.56 acres of developed parkland. There are an additional nine parks that are undeveloped totaling 349.05 acres. Parks within the system include pocket parks, neighborhood parks, community parks, regional parks, joint use, and special use facilities.

The Parks, Recreation and Community Services Department currently has 30 fully funded projects, many of which are grant funded with specified timelines. Due to limited staff availability and to complete these projects within the grant funding timelines required, the department determined that outsourcing some of the services are needed.

Several large grants have been also awarded to PRCSD for projects from Prop68 and the American Rescue Plan Act since the on-call services contract was awarded. Current staff cannot handle these grants alone due to their expedited performance periods and comprehensive work required to complete.

The PRCSD is requesting an amendment to the agreement for professional services with Wallace and Associates, Consulting, Inc. to increase the annual compensation amounts and term limits to allow greater use of the services as they are currently not adequate to cover many projects with multi-million-dollar budgets.

This Amendment is in accordance with Section 1104 of Purchasing Resolution No. 23914 which allows for Change Orders and states, *"Modifications to a Purchase Order shall be made only be made only by Change Orders. Subject to the availability of funds, Change Orders may be utilized for the purposes of... (2) modifying unit prices.*

The Purchasing Manager concurs with the recommendation to approve this Amendment and is in compliance with the Purchasing Resolution 23914.

## **STRATEGIC PLAN ALIGNMENT:**

The work contributes to the **Strategic Priority 1 - Arts, Culture and Recreation** and **Goal 1.3**, to improve parks, recreational amenities, open space, and trail development, and fulfill critical lifecycle and facility maintenance needs, and **Goal 1.4**, to prioritize safety at parks, trails, arts, cultural and recreational facilities.

This action aligns with each of the five Cross-Cutting Threads as follows:

1. **Community Trust** – 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. 23812.
2. **Equity** – This agreement will allow access to important construction project management services as needed for Park's projects in all neighborhoods of the City.
3. **Fiscal Responsibility** – PRCSD capital improvement projects are funded primarily with outside grant proceeds, thereby providing great value to City residents. Competitive pricing was a substantial evaluation factor used in the formal bidding process undertaken.
4. **Innovation** – This agreement prepares PRCSD by having requisite supplemental on-call services pre-authorized for use on necessary projects during the agreement term.
5. **Sustainability & 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 this action is up to \$1,500,000 over the three-year term of this contract, on an as-needed basis. Project management services are budgeted for and billed against each capital project and built into the capital budget that would require these services.

Prepared by:	Pamela M. Galera, Parks, Recreation and Community Services Director
Certified as to	
availability of funds:	Edward Enriquez, Interim Assistant City Manager/Chief Financial Officer/City Treasurer
Approved by:	Kris Martinez, Assistant City Manager
Approved as to form:	Phaedra A. Norton, City Attorney

Attachment: Professional Consultant Services Amendment