



*City of Arts & Innovation*

# City Council Memorandum

**TO: HONORABLE MAYOR AND CITY COUNCIL** **DATE: JULY 25, 2017**

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

**SUBJECT: REQUEST FOR PROPOSALS NUMBER 1664, PROFESSIONAL CONSULTANT SERVICES AGREEMENT WITH RJM DESIGN GROUP, INC. OF SAN JUAN CAPISTRANO, CALIFORNIA, FOR COMPREHENSIVE PARK, RECREATION AND COMMUNITY SERVICES MASTER PLAN - IN THE AMOUNT OF \$424,958; SUPPLEMENTAL APPROPRIATION IN THE AMOUNT OF \$578,000**

## **ISSUES:**

Approve the Professional Consultant Services Agreement with RJM Design Group, of San Juan Capistrano, California for Comprehensive Park, Recreation and Community Services Master Plan from Request for Proposals Number 1664, in the amount of \$424,958; and authorize a supplemental appropriation of \$578,000 from the Regional Reserve Park Fund.

## **RECOMMENDATIONS:**

That the City Council:

1. Approve the Professional Consultant Services Agreement with RJM Design Group, of San Juan Capistrano, California for Comprehensive Park, Recreation and Community Services Master Plan from Request for Proposals Number 1664, in the amount of \$424,958;
2. Authorize a supplemental appropriation and funds transfer in the amount of \$578,000 from the Regional Reserve Park Fund to a Park Master Plan project account to be established by the Finance Department;
3. Authorize the City Manager, or his designee, to execute the Professional Consultant Services Agreement with RJM Design Group, including making minor and non-substantive changes; and
4. Authorize the City Manager, or his designee, to execute project change orders not to exceed 10% of the original contract amount.

## **BACKGROUND:**

The existing Park Master Plan was completed in 2003 and is recommended to be updated every ten years. On February 24, 2015, the City of Riverside adopted a strategic plan, Riverside 2.0,

which included the strategic goal of updating the Park Master Plan and Recreation Needs Assessment.

Since 2003, the City's population has grown, neighborhoods changed demographically, and the park system achieved significant improvements during the Renaissance. Therefore, a new Comprehensive Park Master Plan is needed to provide a clear vision, action plan, and financial strategy for creating one of "America's Most Livable Communities" that reflects the needs and equitably serves the residents of Riverside.

## **DISCUSSION**

On November 8, 2016, the Purchasing Division posted RFP No. 1664 on the City's website, and received five proposals on January 11, 2017. A selection committee consisting of ten staff member from four City departments scored each proposal and interviewed the three firms with the highest scores. RJM Design Group (RJM) received the highest rating in the overall evaluation. Subsequent to the interview, staff negotiated with RJM to add additional inventory services and to reduce their price by \$127,000.

The Comprehensive Park Master Plan scope of services includes the following tasks:

1. **Recreation Programs, Services and Park Facility Inventory** - provide an inventory and assessment of existing programs, services, and facilities;
2. **Community Needs Survey** – provide a demographic analysis, including trends, recreation patterns, Community workshops (each ward, stakeholders, sports groups, youth, seniors etc.), a Community-wide, statistically valid, phone survey, and an online questionnaire;
3. **Comparative Analysis, Recreational Needs Assessment and Recommendations** – evaluate and identify recreational needs specific to Riverside, required to serve the community with projections to 2030. Identify underserved neighborhoods, service gaps, and prioritize site-specific projects, acquisitions and services, in a list format considering funding, phasing, and community priorities;
4. **Capital Improvement Plan** – develop a plan outlining park infrastructure improvements required to implement the Comprehensive Park Master Plan recommendations;
5. **Operations and Maintenance Plan** – develop a maintenance management plan for the facilities maintained by Parks, Recreation and Community Services Department;
6. **Park Land Acquisition and Development Policies Manual** – provide a manual with updated policies, General Plan updates, and development impact fees needed to meet long range recreation service objectives;
7. **Financial Strategy Plan** – identify the financial needs and priorities, and recommend funding mechanisms as well as cost recovery strategies needed to implement the proposed Comprehensive Park Master Plan; and
8. **Certified Access Specialist Program Transition Plan** – Conduct an analysis of existing park facilities to identify existing accessibility compliance/conditions, corrective action, cost and priorities.

The process is anticipated to take twelve to eighteen months with an anticipated completion as early as July 2018.

The Purchasing Services Manager concurs with the award recommendation.

**FISCAL IMPACT:**

The total fiscal impact of the action is \$578,000, as outlined in the table below. Sufficient funds are available in the Regional Reserve Park Fund 0000413-298000.

<b>Table 1 - Budget for Park Master Plan Project</b>	
<b>Description</b>	<b>Amount</b>
RJM Consultant Services Contract Total	\$424,958
Marketing, Outreach, GIS services, Website, Printing, Mail, etc.	\$60,000
Administration	\$50,000
Project Contingency	\$43,042
<b>Cumulative Project Total</b>	<b>\$578,000</b>

Prepared by: Adolfo Cruz, Parks, Recreation and Community Services Director  
Certified as to  
availability of funds: Scott G. Miller, PhD, Chief Financial Officer/City Treasurer  
Approved by: Alexander T. Nguyen, Assistant City Manager  
Approved as to form: Gary G. Geuss, City Attorney

**Attachments:**

1. Agreement
2. Bid Award Recommendation