



# City Council Memorandum

City of Arts & Innovation

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**TO: HONORABLE MAYOR AND CITY COUNCIL**                      **DATE: AUGUST 20, 2019**

**FROM: PARKS, RECREATION AND COMMUNITY SERVICES DEPARTMENT**                      **WARD: 3**

**SUBJECT: RFP NO. 1887 - PROFESSIONAL CONSULTANT SERVICES AGREEMENT WITH JOHNSON FAVARO, LLP FOR THE NICHOLS PARK, JOYCE JACKSON COMMUNITY CENTER REMODEL MASTER PLAN FOR A SIX MONTH TERM IN THE AMOUNT OF \$120,000; AND AUTHORIZE 10% CHANGE ORDER AUTHORITY UP TO \$12,000**

**ISSUE:**

Approve the Professional Consultant Services Agreement with Johnson Favaro, LLP. of Culver City, California for the Nichols Park, Joyce Jackson Community Center Remodel Master Plan in for a six month term in the amount of \$120,000; and authorize 10% change order authority up to \$12,000.

**RECOMMENDATIONS:**

That the City Council:

1. Approve the Professional Consultant Services Agreement with Johnson Favaro, LLP for the Nichols Park, Joyce Jackson Community Center remodel Master Plan for a six month term in the amount of \$120,000;
2. Authorize 10% change order authority in an amount up to \$12,000 for project changes including, but not limited to, unforeseen conditions or necessary design changes, for a total contract amount not to exceed \$132,000; and
3. Authorize the City Manager, or his designee, to execute the Professional Consultant Services Agreement with Johnson Favaro, LLP., including making minor and non-substantive changes.

**BACKGROUND:**

Nichols Park is currently a 14.9 acre neighborhood park with existing baseball and softball fields, sports courts, playground, and an 8,600 square foot community center. The community center was constructed in 1980 alongside two others; the La Sierra Community Center, which was remodeled in 2010, and the Ruth-Lewis Community Center at Reid Park which is planned to be remodeled at a future date.

On April 28, 2015, the City Council adopted the 2015-16 Housing and Urban Development (HUD) Annual Action Plan and authorized the appropriation of Community Development Block Grant (CDBG) funds in the amount of \$342,217 to design and renovate the Joyce Jackson Community Center at Nichols Park.

On November 7, 2017, the City Council authorized an amendment to the 2015-2016 HUD Annual Action Plan to reduce the amount of CDBG funds allocated to the Parks Recreation and Community Services Department, Nichols Park Community Center Project from \$342,217 to \$120,000. This amendment also revised the scope of work to solely fund the development/design of a Community Center Master Plan.

## **DISCUSSION:**

The Joyce Jackson Community Center Master Plan scope of services includes the following tasks:

1. **Information Gathering** - provide an inventory and assessment of existing programs, services, and the facility;
2. **Community Meetings and Public Meetings** – schedule, organize, and conduct no fewer than two Community Input Meetings and three public meetings (5 total) for the Project. The intent of the first meeting is to present no fewer than two alternative design proposals for the Project for input and review, and obtain community review comments. The intent of the second meeting is to present a single recommended Master Plan Design proposal for the Project, which incorporates by priority those elements and relationships identified through the information gathering phase and the first meeting. The public meetings include a Parks and Recreation Commission meeting, Community Services & Youth Committee, and City Council meeting.
3. **Master Plan Approval Process** – submit the preliminary conceptual plans and the final Master Plan to the City for review and approval; and
4. **Final Master Plan Document** – develop a plan to remodel the existing facility with additions and new service opportunities.

On March 20, 2019, the Purchasing Division posted RFP No. 1887 on the City's website, and received six proposals on April 18, 2019. A selection committee, consisting of four Staff from two City Departments, scored each proposal, and interviewed the four firms with the highest scores. Johnson Favaro, LLP. received the highest rating in the overall evaluation. Subsequent to the interview, staff negotiated with Johnson Favaro to reduce their price by \$44,500.

The Purchasing Services Manager concurs that the recommendation to award RFP #1887 to Johnson Favaro, LLP. is in compliance with Purchasing Resolution 23256. The Community & Economic Development Director concurs with the report.

## **FISCAL IMPACT:**

The total fiscal impact of the action is \$132,000, as outlined in the table below. Funding in the amount of \$114,000 is available in CDBG Fund account 9256910-440120, and \$18,000 in the city funded Park Recreation and Community Services Administration project account 9256920-440301 to supplement the project.

Costs:

Design Contract Award	\$120,000
Design Contingency	\$12,000
<b>TOTAL</b>	<b>\$132,000</b>

Funding:

CDBG Nichols Park Comm. Center Reno.	9256910-440120	\$114,000.00
Nichols Park Community Center Reno City Funds	9256920203-44030100	\$18,000.00
<b>TOTAL</b>		<b>\$132,000.00</b>

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

Attachments:

1. Agreement
2. Bid Award Recommendation