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Title: CONSIDER APPROVAL OF A PROFESSIONAL SERVICES AGREEMENT WITH DAVID VOLZ DESIGN FOR DESIGN SERVICES FOR PROJECT NO. 1636: MILLS PARK IMPROVEMENTS PROJECT

Sponsors:

Indexes:

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Attachments: 1. LEGISTAR 06-20-2023 Contract with David Volz Design FINAL, 2. LEGISTAR 06-20-2023 Concept

Date	Ver.	Action By	Action	Result
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Report to Mayor and City Council

Tuesday, June 20, 2023

Consent

SUBJECT:

CONSIDER APPROVAL OF A PROFESSIONAL SERVICES AGREEMENT WITH DAVID VOLZ DESIGN FOR DESIGN SERVICES FOR PROJECT NO. 1636: MILLS PARK IMPROVEMENTS PROJECT

I. SUMMARY

Project No. 1636: Mills Park Improvement Project is listed in the FY22/23, 5-Year Capital Improvement Program (CIP). On March 9, 2023, Public Works Engineering through the Purchasing Department issued a Request for Proposals (RFP) seeking professional landscape architectural and engineering services to complete the plans, specifications and estimates for Project No. 1636: Mills Park Improvement Project.

The RFP was advertised on Planet Bids and six firms submitted their proposals by the due date of April 13, 2023. The proposals were reviewed by a panel of city staff independently and the scores were combined and placed on the ranking list for this project. The most qualified firm was determined to be David Volz Design.

Staff recommends the approval of a Professional Services Agreement with David Volz Design for a not-to-exceed amount of \$365,875.00 (Exhibit No. 1). Including a 10% contingency in the amount of \$36,587.50 to cover any necessary additional design and

consultation cost associated with unforeseen conditions of the project during the design phase, the total not-to-exceed amount for the project is \$402,462.50.

II. RECOMMENDATION

TAKE the following actions:

1. APPROVE a Professional Service Agreement with David Volz Design for professional landscape architectural and engineering services to complete the plans, specifications and estimates (PS&E) for Project No. 1636: Mills Park Improvement Project, for a not-to-exceed amount of \$365,875.
2. AUTHORIZE a 10% contingency in the amount of \$36,587.50 to cover any necessary additional design and consultation cost associated with unforeseen conditions of the project during the design phase.
3. AUTHORIZE the Mayor to execute the Professional Services Agreement following approval as to form by the City Attorney.

III. ALTERNATIVES

1. DO NOT APPROVE the Professional Services Agreement.
2. TAKE another action the City Council deems appropriate consistent with the requirements of the Law.

IV. BACKGROUND

Project No. 1636: Mills Park Renovations Project is listed in the City's CIP for Fiscal Years 2022/23 and FY2023/24. Mills Park and its surroundings were surveyed by the Community Services Department and park staff to assess the improvements that could be made that would enhance its facility and use. A conceptual design was completed which included the following improvements: improvements to condition of the existing park with construction of a new splash pad, an outdoor restroom, and an outdoor full-court basketball area as well as renovations to picnic areas, installation of shade structures, a marquee sign, and parking lot improvements. The initial conceptual design was presented to the Community Services Department and was reviewed and approved (Exhibit No. 2). Staff was directed to proceed with the process of completing the PS&E for the new Project.

Given the City's need for specialized professional assistance to complete the PS&E for the design and construction of the Project, staff solicited proposals from qualified architectural firms by way of an RFP posted on Planet Bids from March 9, 2023 to April 13, 2023. Six proposals were received which were reviewed and scored by three City staff members. The scores were collected and compiled, and the most qualified consultant was determined to be David Volz Design (DVD).

The six submitting firms are listed below in the order in which they were ultimately ranked, with number 1 being the highest ranked firm:

Name of Firm	Place of Business
1. David Volz Design	Costa Mesa, CA
2. Community Works Design Group	Riverside, CA
3. Ima Design	Irvine, CA
4. Brightview	Carson, CA
5. Lightfoot Planning Group	Carlsbad, CA
6. RJM Group	San Juan Capistrano

The evaluations and rankings were performed based on demonstrated competence, the professional qualifications necessary for satisfactory performance of the required services, and a fair and reasonable price, in accordance with Section 2611(c) of the Carson Municipal Code.

Staff determined that DVD was the most knowledgeable, qualified, and responsive firm to provide the necessary professional services. DVD has demonstrated competence and extensive experience on directly related work, has illustrated their ability to provide the most competent team, and would most expeditiously deliver the type of professional services the City desires. The DVD team consists of architects, engineers, and other professionals whose strong team will provide the maximum value in quality, timeliness, and program management services, as required. DVD was thus ranked as the most qualified firm for this project.

DVD is a full-service planning and landscape architectural firm providing consulting, design, and construction support services based in Costa Mesa, California. DVD has designed numerous projects of the same size and scope for other cities, such as Baldwin Park, Glendale, Vista, and Buena Park. DVD's cost proposal was negotiated down by approximately \$65,000 (18%) from their original fee proposal with tasks added to their original scope of work. Their fee is within industry standards considering the work involved in the Mills Park Renovation Project.

Below is the accomplished and anticipated timeline to complete the plans, specifications, and estimate for this project:

Issue of RFP	March 9, 2023
Proposals Due	April 13, 2023
Award of Contract to Consultant	June 20, 2023
Complete PS&E for plan check submittal	June 30, 2024

Staff recommends that the City Council approve the Professional Services Agreement with David Volz Design for a not-to-exceed amount of \$365,875 and a contingency of \$36,587.50 for a total not-to-exceed amount of \$402,462.50.

V. FISCAL IMPACT

None. The proposed not-to-exceed fee for professional services is \$365,875 with a contingency of \$36,587.50. Funds for this project were included in the 5-year CIP for Project 1636 for FY2022-23 in the amount of \$235,161 funded by Prop 68/OGALS in account 268-80-820-904-8008 and \$200,000 allocated from the Development Impact Fee Fund for FY2023/24 in account 289-80-820-904-6004. The total not-to-exceed cost for this professional service, including the contingency of \$36,587.5, is \$402,462.50.

VI. EXHIBITS

1. Professional Services Agreement (pgs. 5-39)
2. Conceptual Plan (pgs. 40)

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