

City of Culver City, California
City Council Agenda Item Report

Meeting Date: 8/22/05		Item Number: <u>A-4</u>	
AGENDA ITEM: Consideration to Award a Professional Services Agreement to SITE Design Group, Inc. for the Design of the new Skateboard Park Project, P-830			
Contact Persons/Dept.: Dan Garcia/PW Marty Nicholson/PR&CS		Phone Number: (310) 253-5604 (310) 253-6662	
Fiscal Impact: Yes ☒ No ☐		General Fund: Yes ☐ No ☒	
Public Hearing: ☐		Action Item: ☒	Attachments: ☒
Public Notification: Master Notification List notified on August 3, 2005. Postcards were mailed to all affected businesses and residents within a 500-foot radius of Culver City Park (124 total); Culver City Homeowners' Association; East Culver City Neighborhood Alliance and stakeholders. SITE Design Group, Inc., Lawrence R. Moss & Associates and Purliss Rose – RSI were contacted via telephone on August 3, 2005.			
Department Approval: Charles D. Herbertson 8/11/05		CAO Approval: Jerry Fulwood 8/17/05	
City Controller Approval: Marlee Chang 8/15/05			

RECOMMENDATION:

Staff recommends that the City Council authorize staff to negotiate and enter into a Professional Services Agreement with SITE Design Group, Inc. for the design of the new Skateboard Park to be located at Culver City Park, 9910 Jefferson Boulevard, for a cost not to exceed \$47,885.00.

BACKGROUND / DISCUSSION:

Originally the skate park was to be constructed in the grassy park area nearest the intersection of Jefferson and Duquesne, but with the development of other options since the original discussions, another area for consideration is at the basketball court location near the picnic and playground area. The final location of the skate park could be decided through the public process of the development phase.

Request for Proposal

On February 17, 2005, a Request for Proposal (RFP) was advertised and distributed to several design consultants. The RFP was advertised in the local plans rooms, local newspaper, and with Consulting Information Network.

Three design consultants responded to the RFP with the following cost proposals:

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Design Consultants	Proposal
SITE Design Group, Inc.	\$ 47,885.00
Lawrence R. Moss & Associates	\$ 46,000.00
Purkiss Rose-RSI	\$ 57,250.00

All the Consultants were interviewed and presented designs that were functional and provided unique solutions to addressing some of the concepts that were required for the project. Upon review of the proposals and evaluation of the presentations, members of the Project Team (Parks Recreation and Community Services Recreation Manager and Public Works Director/City Engineer and Senior Civil Engineer) discussed each candidate's ability to deliver the Design project on schedule, experience in the Design process, and that the selection criteria were satisfied.

The Project Team is unanimously recommending SITE Design Group, Inc. to be chosen for the design of the new Skateboard Park. Staff contacted other agencies that have worked with SITE Design Group and they were highly recommended.

SITE Design Group, Inc. will produce the design plans and it is anticipated that the City Council will approve the project plans sometime in early 2006.

FISCAL ANALYSIS:

The amount budgeted in Fiscal Year 2005-2006 for the Skateboard Park Project is \$408,000. In Fiscal Year 2003-04, the City received a \$204,000 Land and Water Conservation Fund grant. The City has also identified \$107,908 in Proposition 40 RZH Block Grant funds, \$42,092 in Proposition 40 Per Capita funds, and \$54,000 in Proposition 12 Per Capita funds.

ATTACHMENTS:

1. SITE Design Group, Inc. Proposal.
2. Postcard dated August 11, 2005.

MOTIONS:

That the Council:

1. Authorize staff to negotiate and enter into for a Professional Services Agreement with SITE Design Group, Inc. for the Design of the new Skateboard Park Project

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for a total not-to-exceed cost of \$47,885 with the understanding that the skateboard park should be located either;

- a. at the grassy area nearest the intersection of Jefferson and Duquesne, or
 - b. at the location of the basketball court, or
 - c. at one of the two locations noted above, to be decided upon through the public process of design and development and at a location deemed most advantageous to the Culver City community.
2. Direct the City Attorney to prepare the appropriate agreement; and authorize the Chief Administrative Officer to execute the agreement on behalf of the City;
 3. Authorize the Public Works Director/City Engineer to increase the agreement by an amount not to exceed 10%, if necessary, and within the available budget.