

City of Culver City, California
City Council Agenda Item Report

Meeting Date: 07/09/07		Item Number: <u>A-3</u>	
AGENDA ITEM: Approval of a Professional Services Agreement with Lawrence R. Moss & Associates, Inc. for Planning, Public Outreach and Design Services for the Ballona Creek Bikeway Project (P-900) Adjacent to Overland Avenue.			
Contact Person/Dept.: John Rivera, Senior Management Analyst		Phone Number: (310) 253-5616	
Fiscal Impact: Yes ☒ No ☐		General Fund: Yes ☐ No ☒	
Public Hearing: ☐		Action Item: ☐ Attachments: ☒	
Public Notification: Lawrence R. Moss & Associates, Santa Monica Mountains Conservancy, Los Angeles County Department of Public Works, County of Los Angeles Public Library, Culver City Unified School District, Mountains Recreation and Conservation Authority, Santa Monica Bay Restoration Commission and Ballona Creek Renaissance by letter dated June 29, 2007. Homeowners adjacent to Ballona Creek (07/03/07) and Master Notification List on July 3, 2007.			
Department Approval: Charles D. Herbertson (06/28/07)		City Attorney Approval: Carol Schwab (by H. Iker) (07/02/07)	
City Controller Approval: Marlee Chang (07/03/07)		City Manager Approval: Jerry B. Fulwood (07/03/07)	
<u>RECOMMENDATION:</u> Staff recommends the City Council approve a professional services agreement with Lawrence R. Moss & Associates, Inc. for planning, public outreach and design services for the Ballona Creek Bikeway Project (P-900) adjacent to Overland Avenue. <u>BACKGROUND:</u> California voters approved the Water Security, Clean Drinking Water, Coastal and Beaches Protection Act of 2002 (Proposition 50) on November 5, 2002. Proposition 50 authorized the State Legislature to appropriate \$100 million for the acquisition, restoration, protection and development of river parkways. These funds may be used for river parkway projects that relate to at least two of the following areas; recreation; habitat; flood management; conversion to river parkways; and, conservation and interpretive enhancements. The Santa Monica Mountains Conservancy (SMMC) is authorized to award grants to governmental agencies for river parkway project that meet the requirements of Proposition 50. In 2003/2004 the City implemented the Ballona Creek Pedestrian Bridge Replacement project. As part of the original project design concept, the areas adjacent to the entrances to the bridge were proposed to be improved with enhanced hardscape and landscape treatments. As a result of the higher than anticipated cost of the project, the scope of the design was reduced and the			

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improvements at the northern end of the bridge, along the Ballona Creek Bike Path were eliminated.

On December 29, 2006, Staff submitted a Proposition 50 grant application to the SMMC for the purpose of implementing and enhancing the improvements along the bike path which had been eliminated from the Pedestrian Bridge project. Specifically, the grant requested \$60,000 for planning and design services through construction documents, including required environmental documents for the proposed construction project and a safety/security study to be performed under the direction of the Culver City Police Department. On January 22, 2007, the Santa Monica Mountains Conservancy adopted Resolution No. 07-03, authorizing the grant for the project planning and design of the Ballona Creek Overland Project (Named locally as the Ballona Creek Bikeway Project).

On May 15, 2007, Public Works mailed out a Request for Proposal (RFP) seeking the services of a qualified planning and design firm(s) to conduct public outreach workshops, prepare conceptual plans, grant application exhibits and construction plans and specifications for the proposed Ballona Creek Bikeway Project (Project), located between Overland Avenue and the pedestrian bridge west of Overland Avenue. The goal is to have the planning and design activities completed in time to submit the project for construction funding for the next Rivers and Parkways grant cycle in October 2007. The Project is located adjacent to or near the Julian Dixon County Library, Culver City High School, Culver City Middle School, Farragut Elementary School, and LA Goal adult learning. The Project is intended to transform this segment of the creek and bike path by enhancing the beauty of the creek, and providing a peaceful and beautiful way station for travelers along this segment of the bike path as well as amenities for library patrons, school students and nearby residents. The proposed construction project would have the following features:

- Removal of concrete embankment and replacement with a retaining wall and terraced landscaping with native, drought tolerant plants and irrigation along the upslope side of the bike path (between the bike path and the school properties and library)
- Enhanced fencing between the bike path and the school property and between the bike path and creek
- Enhanced entry gate at the service roadway entrance to the creek located off of Overland Avenue and adjacent to the Julian Dixon county library.
- A rest area with benches, water fountain and trash receptacles
- Installing lighting along this portion of the bike path.
- Installing educational displays regarding this section of Ballona Creek including information on storm water pollution prevention utilizing the nearby CDS unit.
- Provide for five years of maintenance.

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The design process will include at least two community meetings to obtain public input on the project design and safety/security study and comply with the City's Open Space Zone requirements. It is anticipated that the Project will be exempt from the Comprehensive Plan requirements.

DISCUSSION:

As stated above, Public Works staff prepared and sent out an RFP for planning and design services on May 15, 2007. Attached for your information is the May 15, 2007 RFP which includes a detailed description of the Project (Attachment No. 1). The RFP was sent to nineteen design firms. The following nine firms submitted proposals, which included their cost for the requested services

Company	Proposal
Lawrence R. Moss & Associates	\$ 58,850*
ah'bé Landscape Architects	\$107,500
Mia Lehrer & Associates	\$133,408*
RJM Design Group, Inc.	\$182,100
BlueGreen	\$196,255
Terrain LA	\$267,170
David Evans and Associates	\$322,153
SWA	\$342,470
CBM Consulting, Inc.	\$417,844
<i>*Proposal included a caveat for "reimbursables" that were not included in the proposal costs These reimbursables varied but would generally include charges for any additional meeting attendance, plan check/permitting fees, additional consultant (seismic, structural, mechanical/plumbing, etc.) costs, printing, plotting, reprographics, copying, photograph, deliveries and/or other incidentals. Cost estimates for reimbursables are not included in the above fees and would be billed at actual cost.</i>	

The Proposals were evaluated by staff from the Public Works, Parks, Recreation and Community Services (PRCS) and Community Development Departments, including the Public Works Director/City Engineer, PRCS Director, Senior Planner, PWD Senior Management Analyst and PWD Associate Analyst. The evaluation was based on criteria established in the RFP, and five firms were interviewed.

Based on the review of the proposals and interviews, Staff unanimously recommends that Lawrence R. Moss & Associates, Inc. (LRM) be selected. While all nine firms submitting proposals are capable of successfully completing the Project, this selection is based on LRM's ability to provide all the requirements of the RFP, their expertise in the design and construction of a variety of projects and facilities, the understanding of the project that they demonstrated during their

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interview, the fact that they are based in a nearby community (Glendale), and their ability to economically accomplish the Project. Public Works staff contacted the references provided by LRM and received strong positive recommendations from the individuals we contacted. A copy of LRM's revised proposal has been included as Attachment No. 2 to this report.

The proposals that were received ranged greatly in proposed costs. Based on our review of the proposals, we believe that the consultants generally approached the project at a broader scale than the scope of the actual Project. The majority of the consultants envision broad outreach efforts and more extensive design and construction programs. Based on these proposals, we internally re-evaluated the project to check our original assumptions. Based on our re-evaluation we believe that the scale of the Project is still within our original assumptions and that the Project can be accomplished within the original budget. In order to avoid this in the future, the Public Works Department plans to require a pre-proposal meeting for future design projects where appropriate

Project Timeline:

Planning, public outreach and conceptual design preparation is anticipated to take about two months to complete. It is planned that the City Council's review of the conceptual plans and request to authorize submittal of a Rivers & Parkways Grant application will occur on September 24, 2007. Once the Council has approved the conceptual plans and the grant application has been submitted, work will begin on the construction drawings. At this time, it is not known when determination on the grant applications will be made, so contractor bidding and construction are being programmed to be ready to begin construction thirty (30) day after the end of the 2007/2008 Los Angeles County Rainy Season. The following table includes the currently anticipated timeline for the project:

Task	Time Frame
Award design contract	July 9, 2007
Project study and conceptual design	July – September 2007
Council Authorize Rivers & Parkways Grant proposal submission	September 24, 2007
Rivers & Parkways Grant proposal submission and begin preparing final plans/specifications	October 2007
Council approve plans/specifications and authorize release of request for bids	March 2008
Award construction contract	April 2008
Begin construction	May 15, 2008

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FISCAL ANALYSIS:

The grant approved Project budget is:

<i>Planning, Design and Preparation of Project Plans & Specifications:</i>	\$ 50,000
<i>Safety and Security Study</i>	\$10,000

Total Budget	\$60,000

Staff support from the following City departments will be needed to implement the project: Public Works, Police, Fire, Community Development and Parks, Recreation & Community Services.

The City has allocated funds in the Capital Improvement Program (CIP) Budget as the Ballona Creek Bikeway Project P-900, Accounts No. 42300900. The total project allocation is \$60,000.

The grant requires that all planning and design activities be complete and reimbursement paperwork finalized no later than June 30, 2008.

The LRM proposal for Design Development (\$23,400), Construction Documents (\$20,650), Electrical Subconsultant (\$4,800) and Construction Observation (\$10,000) is \$58,850. The LRM proposal includes a line item for Construction Observation (\$10,000), which with LRM's concurrence is not recommended to be included in the proposed agreement, which will lower the cost to \$48,850. Staff proposes to include the construction observation activities in the Rivers and Parkway Grant application for the construction of the Project.

The Project includes the planning and design of the Project and the preparation of a safety and security study. The safety and security study will be accomplished as part of the overall project planning and design in order to eliminate any exiting and/or future areas of concealment or "blind-spots" and to plan for lighting and other devices for safety purposes. The safety and security study will be preformed under the oversight of the Police Department. The Police Department's cost will be reimbursed through the grant program.

The total grant amount is \$60,000. As previously stated the revised proposed LRM cost is \$48,850. Staff has included a recommended motion that if adopted would authorize the Public Works Director/City Engineer to approve increases in the services agreement up to \$11,150, minus any Police Department reimbursement costs, for any additional services not covered in the RFP and/or approved

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reimbursables. The \$11,150 is equal to the difference between the \$60,000 approved Grant and \$48,850 LRM revised proposal.

As stated in the background section of this report, the first phase is to have the planning and design activities completed in time, and the 2nd phase is to submit the project for construction funding for the next Rivers and Parkways grant cycle in October 2007. The construction grant application will include the maintenance and operational costs for the first five (5) years of the Project. The Project will be designed to incorporate native drought tolerant plant materials and construction material with increased durability in order to reduce maintenance and operation costs.

ATTACHMENTS:

1. May 15, 2007, Request for Proposal for Planning and Design Services
2. June 27, 2007, Lawrence R. Moss & Associates, Inc. Proposal

MOTIONS:

That the City Council:

1. Approve a professional services agreement with Lawrence R. Moss & Associates, Inc. to provide Planning and Design Services (excluding Construction Observation tasks) for the Ballona Creek Bikeway Project for a not-to-exceed cost of \$48,850 funding from Accounts No. 42300900;
2. Authorize the Public Works Director/City Engineer at his discretion to increase the Planning and Design Services agreement for additional services not covered under the Request for Proposal and approved reimbursable costs; and, in consultation with the Police Chief, for reimbursement of Culver City Police Department cost associated with the safety and security study component of the Ballona Creek Bikeway Project, by an amount not to exceed \$11,150, if necessary; and,
3. Authorize the City Attorney to prepare the necessary documents, and authorize the City Manager to execute the documents on behalf of the City.