

**MEETING DATE:** January 22, 2007

**AGENDA ITEM:** Approve a Professional Services Agreement with Moore, Iacofano, Goltsman, Inc. (MIG) for Consulting Services for the Parks and Recreation Master Plan.

**ATTACHMENTS**

|                                                                                                                                                 | <u>Page</u> |
|-------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| 1. MDA Johnson Favaro's "Schedule of Fees: Proposed Cost Breakdown by Project Team Member" for the Culver City Parks and Recreation Master Plan | 1           |
| 2. MIG's "Preliminary Cost Estimate" for the Culver City Parks and Recreation Master Plan                                                       | 2           |
| 3. MIG's "Culver City Recreation and Parks Master Plan Projected Fees: Revised December 29, 2006"                                               | 3           |

## SCHEDULE OF FEES

### Proposed Cost Breakdown by Project Team Member

#### Preliminary Estimate of Consultant Team Fees

## Attachment 1

| <u>Consultant</u>                            | <u>Fee</u>       |
|----------------------------------------------|------------------|
| MDA Johnson Favaro (Urban Design)            | \$175,000        |
| 3Di (Facilities Assessment)                  | \$20,000         |
| Davis Langdon (Cost Estimating)              | \$10,000         |
| Meyer, Mohaddes Associates (Parking/Traffic) | \$10,000         |
| Melendrez (Policy & Ordinance Review)        | \$15,000         |
| Katherine Spitz Associates (Landscape)       | \$10,000         |
| <b>Total:</b>                                | <b>\$240,000</b> |

#### Preliminary Estimate of Total Professional Services Fees by Phase

|                                        |                  |
|----------------------------------------|------------------|
| Mobilization/Reconnaissance & Analysis | \$85,000         |
| Option Development                     | \$120,000        |
| Final Documentation                    | \$20,000         |
| Reimbursables**                        | \$15,000         |
| <b>Total:</b>                          | <b>\$240,000</b> |

\*\* Reimbursable expenses are defined as: (1) printing directly related to deliverables and not including internal uses of the consultant or its subconsultants; (2) reproduction or reprographics costs directly related to deliverables and not including internal uses of the consultant or its subconsultants; (3) shipping, overnight mail, postage, messenger, courier and/or delivery services (4) long distance telephone calls (i.e. outside the 213, 310, 626, 323 and 909 area codes); (5) mileage for business travel at the rate established by Internal Revenue Services and related parking and/or tolls; (6) out-of-town travel as approved in advance in writing by the City of Culver City; (7) fees of City of Culver City approved subconsultants.

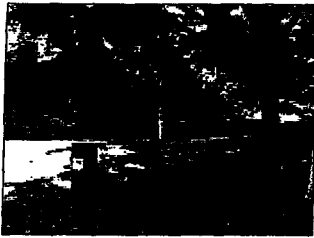
#### Preliminary Estimate of Total Professional Services Fees by Phase

|                                                                    |                  |
|--------------------------------------------------------------------|------------------|
| I. Overview: Past, Present and Future of Parks and Recreation      | \$15,000         |
| IIA. Current Facility Conditions Assessment & Deferred Maintenance | \$20,000         |
| IIB. Ordinances, Regulations and Policies                          | \$15,000         |
| IIC. Park and Recreation Development and Planning                  | \$130,000        |
| IID. Veterans Memorial Park Conceptual Plans                       | \$40,000         |
| IIE. Funding Strategies                                            | \$10,000         |
| III. Implementation Strategies: Priorities & Next Steps            | \$10,000         |
| <b>Total:</b>                                                      | <b>\$240,000</b> |

# PROJECT APPROACH & SCOPE OF SERVICES

## PRELIMINARY COST ESTIMATE

## Attachment 2



The following presents the MIG Team's preliminary cost estimate for each major task as specified in the RFP. These estimates include all professional time and direct costs. These estimates are based on our current understanding of the City's needs and our experience in conducting similar processes. Should we be selected it is our intention at project initiation to be flexible and tailor our scope and costs to best meet the needs and resources of the City.

**Part I:** Overview, Past, Present and Future Parks and Recreation in Culver City

**Part II:** Master Plan Recommendations

**Part III:** Implementation Strategies

|    |                                                                                                        |          |
|----|--------------------------------------------------------------------------------------------------------|----------|
| A: | Current Facility Conditions Assessment and Deferred Maintenance .....                                  | \$53,425 |
| B: | Ordinances, Regulations and Policies .....                                                             | \$9,625  |
| C: | Parks and Recreation Development and Planning: New, Renovated or Expanded Facilities and Programs..... | \$41,100 |
| D: | Veterans Memorial Park Concept Plans .....                                                             | \$18,000 |
| E: | Funding Strategies .....                                                                               | \$12,175 |

---

**Total Professional Fees .....**\$134,325

*Estimated Direct Costs .....*\$8,500



MOORE IACOFANO GOLTSMAN, INC.

## Culver City Recreation and Parks Master Plan

### Projected Fees:

Revised December 29, 2006

#### Part I

Overview, Past, Present and Future Parks and Recreation in Culver City

#### Part II

Master Plan Recommendations

#### Part III

Implementation Strategies

|                                                                                                              |                           |
|--------------------------------------------------------------------------------------------------------------|---------------------------|
| <b>A – Current Facility Conditions Assessment &amp; Deferred Maint.</b>                                      | <b>\$57,845.00</b>        |
| <b>B – Ordinances, Regulations and Policies</b>                                                              | <b>\$7,560.00</b>         |
| <b>C – Parks &amp; Rec. Development and Planning: New, Renovated<br/>or Expanded Facilities and Programs</b> | <b>\$44,615.00</b>        |
| <b>D – Veterans Memorial Park Concept Plans</b>                                                              | <b>\$11,965.00</b>        |
| <b>E – Funding Strategies</b>                                                                                | <b><u>\$12,980.00</u></b> |
| <b>Total</b>                                                                                                 | <b>\$134,965.00</b>       |

#### Modifications to the Scope of Services:

- Overall Project Scope: staff meetings reduced from six (6) in the proposal to four (4).
- Overall Project Scope: Parks and Recreation Commission meetings reduced from three (3) to two (2).
- Public Workshops would be reduced from four (4) to three (3). One of the remaining three will be an intercept event rather than a public workshop. An intercept event would be planned to coincide with an existing community event or at a prominent site in the City. The event would capture input from residents who may not participate in more conventional public involvement activities. Displays would be developed to inform residents about their community resources and allow them to identify community needs and priorities. MIG would summarize the results of the intercept event in a memorandum. Results would be incorporated into the community needs assessment.
- Council meetings/hearings – reduced from six (6) to one (1).
- Three (3) versions of the Master Plan – Administrative Draft, Draft, and Final document rather than four (4) versions.
- In order to reduce direct costs, MIG will provide .pdf files of all work products, and Culver City would be responsible for preparing hard copies. In the proposal, MIG was to provide one hard copy of most work products, and 20 hardcopies of the needs assessment maps.