



# City of Culver City

Mike Balkman  
Council Chambers  
9770 Culver Blvd.  
Culver City, CA 90232  
(310) 253-5851

## Staff Report Details (With Text)

**File #:** 24-493      **Version:** 1      **Name:** Parks Master Plan Approval  
**Type:** Minute Order      **Status:** Consent Agenda  
**File created:** 11/14/2023      **In control:** City Council Meeting Agenda  
**On agenda:** 12/11/2023      **Final action:**  
**Title:** CC - CONSENT ITEM: (1) Approval of a Professional Services Agreement with OLIN for Preparation of a Parks Master Plan in an Amount Not-to-Exceed \$726,187; and (2) Authorization to the City Manager or Designee to Approve Amendment(s) to the Agreement in a Contingency Amount of up to an Additional \$23,813 for Unexpected Costs, for a Total Not-To-Exceed Amount of \$750,000.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:**

Date	Ver.	Action By	Action	Result
------	------	-----------	--------	--------

**CC - CONSENT ITEM: (1) Approval of a Professional Services Agreement with OLIN for Preparation of a Parks Master Plan in an Amount Not-to-Exceed \$726,187; and (2) Authorization to the City Manager or Designee to Approve Amendment(s) to the Agreement in a Contingency Amount of up to an Additional \$23,813 for Unexpected Costs, for a Total Not-To-Exceed Amount of \$750,000.**

**Meeting Date:** December 11, 2023

**Contact Person/Dept.:** Adam Ferguson/Parks, Recreation, and Community Services Department

**Phone Number:** (310) 253-6685

**Fiscal Impact:** Yes  No       **General Fund:** Yes  No

**Attachments:** Yes  No

**Public Notification:** (E-Mail) Meetings and Agendas - City Council (12/05/2023)

**Department Approval:** Ted Stevens, PRCS Director (11/16/2023)

### RECOMMENDATION

Staff recommends the City Council (1) approve a professional services agreement with OLIN for preparation of a Parks Master Plan in an amount not-to-exceed \$726,187; and (2) authorize the City Manager or designee to approve amendment(s) to the agreement in a contingency amount of up to

an additional \$23,813 for unexpected costs, for a total not-to-exceed amount of \$750,000.

## **BACKGROUND**

At the City Council Meeting on May 8, 2023, the City Council directed staff to proceed with an expedited request for proposals (RFP) for a feasibility study for Bill Botts Fields and Veterans Memorial Park. At that same meeting, discussion about a parks master plan occurred and the need to analyze all the parks in Culver City for resources, amenities, and improvements. City Council directed staff to proceed with a parks master plan in conjunction with the feasibility study for Bill Botts Fields and Veterans Memorial Park.

On the July 6, 2023, the Parks Recreation and Community Services Commission (PRCSC) created an Ad Hoc Parks Master Plan Subcommittee to assist staff throughout the process of finalizing a parks master plan vendor and appointed PRCSC Chair Palvi Mohammed and PRCSC Member Crystal Alexander.

## **DISCUSSION**

RFP #2345 was posted on Planet Bids on June 29, 2023, and bids were due on July 27, 2023. These dates were simultaneous with the RFP for the feasibility study. Four bidders submitted a proposal:

1. OLIN \$726,187
2. Design Workshop, \$725,650
3. SWA, \$648,580
4. Mardena Construction, \$545,000

Staff reviewed and scored the proposals. Evaluation criteria included demonstrated understanding of the project's objectives, scope, and goals; qualifications and experience with similar projects; cost; efforts to service underrepresented populations and disabled communities; and efforts to identify and apply creative, non-traditional, and diverse opportunities for community engagement. OLIN was rated highest overall based on the criteria. In addition to staff, the PRCSC Ad Hoc Master Plan Subcommittee, retiring PRCS Director Armando Abrego, and current PRCS Director Ted Stevens reviewed the proposals and gave recommendations. Staff recommends that the City Council select OLIN as the vendor.

### ***OLIN's Company Beliefs and Mission Statement***

OLIN is dedicated to shaping cities as resilient centers of cultural vibrancy, public health, and natural integrity. In an effort to provide opportunities to all residents, neighbors, and the city at large, the company is dedicated to exploring four key areas in the City's park system: 1) Diversity, Inclusion, and Belonging, 2) Equity, 3) Park Access, and 4) Climate, Water, and Biodiversity. In order to incorporate these areas throughout the planning process, OLIN utilizes various projects through community engagement, attention to the City's priorities, and collaborative conversations.

These efforts are encompassed in OLIN's mission statement which is "to create places that enhance life-places human and ecological well being at the very center of our culture."

### ***OLIN's Experience***

Since its founding in 1976 in Philadelphia, OLIN has witnessed and experienced a great evolution of thought and practice to landscape architecture. Having expanded to a 108-person sub-charter organization, today OLIN has offices in Philadelphia and in Los Angeles. The Los Angeles office has an expansive list of projects that the company has overseen. Most recently, the company completed the Los Angeles County LA River Master Plan that encompassed all 51-miles of the LA River, The Rio Hondo Confluence Area Plan, the LA Department of Water and Power Stormwater Capture Master Plan, and the East San Fernando Valley Parks Stormwater Capture Program. OLIN's experience shows a strong ability to work across scales from pocket parks to larger regional parks. This specifically can be seen with their two legacy projects- the J. Paul Getty Center and the Playa Vista Master Plan. Through their work, they have revealed a strong understanding of the challenges with a large-scale landscape design and planning project and the importance of informative decision-making. They also have extensive experience dealing with Southern California's climate and creating long-term goals that incorporate future trends specific to climate concerns in the area.

### ***Scope of Work***

OLIN has separated its scope of work into eight tasks:

- Task One: Project Management and Administration
- Task Two: Outreach and Engagement
- Task Three: Vision, Goals, and Objectives
- Task Four: Analyze Existing Conditions
- Task Five: Needs Assessment
- Task Six: Plan Recommendations
- Task Seven: Draft Plan Document
- Task Eight: Final Plan Document

Through these tasks, OLIN has incorporated outreach techniques such as five equity-focused engagement pop-up events, two youth-focused engagement sessions, six in-person and three virtual community meetings all at a variety times and locations in the City. They have included an overall vision of the project that examines themes of sustainability, inclusion, equity, environmental stewardship, fire safety, preservation, and historical and cultural character. OLIN also has shown a strong commitment to communication and keeping the City updated with each step from the kick-off meeting through the presentation of the finalized parks master plan.

OLIN estimates that the project will be completed in approximately one year.

### **FISCAL ANALYSIS**

The agreement with OLIN and the unexpected contingency costs will be for an amount not-to-exceed \$750,000. The Adopted Budget for Fiscal Year 2023-2024 includes sufficient funding for these services in CIP No. PP023 (Parks Master Plan/42080000.730100.PP023).

### **ATTACHMENTS**

None.

## **MOTIONS**

That the City Council:

1. Approve a professional services agreement with OLIN for preparation of a Parks Master Plan in an amount not-to-exceed \$726,187; and
2. Authorize the City Manager or designee to approve amendment(s) to the agreement in a contingency amount of up to an additional \$23,813 for unexpected costs, for a total not-to-exceed amount of \$750,000; and
3. Authorize the City Attorney to review/prepare the necessary documents; and
4. Authorize the City Manager to execute such documents on behalf of the City.