



# City of Culver City

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## Staff Report

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**File #:** 18-01018, **Version:** 1

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**CC - Approve an Agreement with wHY Architects in the Amount of \$248,500 to 1) Prepare a Master Plan and Concept Design for the City Hall Landscaping Replacement and Centennial Garden Project; and 2) to Prepare Construction Documents to Complete Phase One of the Project.**

**Meeting Date:** March 26, 2018

**Contact Person/Dept:** Joe Susca/Public Works-Administration

**Phone Number:** 310-253-5636

**Fiscal Impact:** Yes ☒ No ☐

**General Fund:** Yes ☒ No ☐

**Public Hearing:** ☐ **Action Item:** ☐ **Attachments:** ☐

**Commission Action Required:** Yes ☐ No ☒ **Date:**

**Public Notification:** (E-Mail) Meetings and Agendas - City Council (03/21/18); wHY Architects (03/14/18)

**Department Approval:** Charles D. Herbertson 3/14/18

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### **RECOMMENDATION**

Staff recommends the City Council consider approval of an agreement with wHY Architects in the amount of \$248,500 to prepare a Concept Design and Master Plan for the City Hall Landscaping Replacement and Centennial Garden Project and to prepare construction documents for Phase One of the project.

### **BACKGROUND**

On November 28, 2016 the City Council formed an Ad Hoc Subcommittee (Subcommittee) comprised of Vice Mayor Small and Council Member Clarke to oversee a design competition amongst City architects to prepare plans for a Centennial Garden to memorialize the City's 100<sup>th</sup> year anniversary and to replace City Hall's landscaping with drought-tolerant plantings (the "Project").

On May 30, 2017 the City Council approved the content of a Request for Proposals (RFP) that required the firms to respond in the following two stages: In the first stage, all the firms were invited

to submit conceptual plans for the Project. In the second stage, those selected as finalists were invited to submit a proposal that includes an implementation schedule and outlines the cost to execute their concept. The RFP required them to breakdown their fees to complete the Project over three phases of construction and to prepare i) a drought-tolerant plant palette; ii) irrigation system modifications; iii) a storm water retention system and drainage plan; iv) a watering schedule; v) construction documents; vi) bid documents and vii) a landscape maintenance plan. The first phase of construction is the Lafayette Place facing side, the second phase is the center courtyard and the third and final phase is the Duquesne Avenue facing side of City Hall.

A nine-member Project Review Committee (Committee) was formed to evaluate the competing conceptual plans that was comprised of the following members:

- Patrick Reynolds, Parks, Recreation and Community Services Department
- Charles Herbertson and Joe Susca, Public Works Department
- Christine Byers, Cultural Affairs
- Vice Mayor Thomas Small and City Council Member Jim Clarke
- Len Dickter, Cultural Affairs Commissioner
- Darrel Menthe, Culver City Centennial Celebration Committee Member
- Julie Lugo Cerra, Culver City Historical Society

Upon conclusion of their interviews, the Committee selected SWA and wHY as finalists and invited them to present their conceptual plans to the City Council, and to prepare their stage two proposals.

During their meeting of September 11, 2017, the City Council:

1. Approved an agreement with wHY in the amount of \$150,000 broken down as follows:
  - a. \$60,000 to complete a Concept Design and Master Plan for the entire site with community input (Master Plan); and
  - b. Plus \$90,000 (which is 15% of the \$600,000 construction budget) to prepare construction documents for Phase One's construction (the Lafayette Place facing side); and
  - c. Plus specialty consultant costs in an amount to be determined; and
  - d. 15% of the construction budget to prepare construction documents for each of the two remaining phases of the Project; and
2. Authorized the Public Works Director/City Engineer to approve change orders up to \$22,500 (which is 15% of \$150,000 as the contingency allowance).

## **DISCUSSION**

Staff commenced to negotiate an agreement with wHY Architects to create the Master Plan and to prepare construction documents for Phase One. The agreement includes a detailed list of tasks with a 10-month timeframe to complete them.

wHY indicated creating the Master Plan will generate \$5,000 in reimbursable expenses, increasing the fee to complete this task from \$60,000 to \$65,000. wHY also contacted their specialty consultants and obtained a \$93,500 cost estimate to complete their work, which includes converting

City Hall's paper construction documents into digital format (AutoCAD), a surveyor to compare existing drawings to what was actually built, preparation of a forensic structure study, waterproofing inspection and analysis, a specialty lighting designer, a civil engineer, and a mechanical system review. Of the \$93,500 specialty consultant costs, wHY anticipates that approximately half (\$46,000) are one-time costs for work that is performed for all phases of the Project's construction and the other half (\$47,500) is likely to reoccur in each of the two subsequent phases. The Master Plan will include cost estimates to construct each of Project's three phases.

Staff met with the Subcommittee to review the specialty consultant task list and their associated costs in detail and upon conclusion of the meeting, the Subcommittee requested that staff proceed to ask the City Council to approve proceeding with the work. Since the \$5,000 additional Master Plan development costs in combination with the \$93,500 specialty consultant costs exceed the \$22,500 contingency allowance, the City Council is being asked to approve the additional expenditures.

### **FISCAL ANALYSIS**

The 2017/18 Fiscal Year budget included CIP No. PF-019 *City Hall Centennial Garden* amounting to \$546,000 in General Funds to complete the Project with a \$138,183 carry-over from CIP-PO-002 *Water Conservation Programs* for a grand total of \$684,183 available to complete the Project. \$684,183 - \$248,500 (wHY contract) = \$435,683 remaining to construct the Project's first phase.

Sufficient funds exist to enter into an agreement with wHY to complete the Master Plan along with construction documents for Phase One. Depending on the content of the final design, the landscape contractor bids received and the outcome of a value engineering exercise, the \$435,683 remaining funds to construct Phase One will likely be insufficient, requiring an increase of approximately \$150,000 to \$250,000 to the Project's budget. It is anticipated that once this additional funding requirement is determined, it will be included in a future CIP budget allocation request.

The Project's cost may be somewhat offset by funds raised by the Cultural Affairs Foundation and/or the Culver City Centennial Celebration Committee for the Centennial Garden.

### **MOTIONS**

That the City Council:

1. Approve an agreement with wHY in the amount of \$248,500 to prepare a Master Plan for City Hall's landscaping and to prepare construction documents to build Phase One of the Project; and
2. Authorize the Public Works Director/City Engineer to approve change orders increasing the amount by up to 15% of the original agreement as a contingency if deemed necessary; 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.