

# Capitola City Council

## Agenda Report



**Meeting:** February 9, 2023

**From:** Public Works Department

**Subject:** Design Contract for the Jade Street Park Universally Accessible Playground Project

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**Recommended Action:** Authorize the City Manager to execute a Professional Services Agreement with Verde Design in an amount not to exceed \$87,053 for the design of a universally accessible playground at Jade Street Park in substantially similar form, as approved by the City Attorney, as the attached Agreement.

**Background:** On November 22, 2022, the City Council authorized the Public Works Department to issue a Request for Proposals (RFP) for the design of a universally accessible (UA) playground at Jade Street Park. The proposed playground will replace an existing playground that was installed in 1999 and updated in 2007. The FY 2022-23 Capital Improvement Program Budget allocated \$275,000 to this project.

Based on preliminary research, staff has determined a comprehensive UA playground project at Jade Street Park could cost approximately \$1,500,000. To close the funding gap, the City intends on partnering with the Friends of County Parks (Friends) on a comprehensive fundraising campaign.

**Discussion:** Staff issued a request for proposals (RFP) on November 28, 2022. The RFP was advertised on the City's website, on industry sites, and through direct solicitation of experienced firms in order to solicit qualified consultants. Proposals were due on January 11, 2023, providing a five-week response period. Three proposals were submitted.

A selection panel consisting of Capitola Public Works staff, Recreation staff, and County of Santa Cruz Parks and Recreation staff evaluated all proposals. One proposal was found to be non-responsive to the requirements of the RFP. Two firms, O'Dell Engineering and Verde Design, were interviewed by the review panel on January 24, 2023. Based upon their rankings and interviews, the panel unanimously selected Verde Design. Verde Design is located in Santa Clara, has led multiple successful design projects for accessible parks, and has worked locally on projects for Watsonville, Campbell, Sunnyvale, and Morgan Hill.

Following the selection process, the City began negotiations with Verde Design, based on their proposed scope of work. The scope (Attachment 1) includes significant public outreach and input, site analysis, preparation of conceptual alternatives, presentations to City Council, and development of a final conceptual plan for fundraising purposes. The negotiated fee of \$87,053 is incorporated into the Professional Services Agreement (Attachment 2).

Upon the award of contract, meetings with the Verde Design team will begin immediately to complete a full conceptual plan and cost estimate by Summer 2023 to aid in fundraising efforts, scheduled to begin Fall 2023. Staff anticipates executing a Memorandum of Understanding (MOU) with the Friends to move forward with the advertising and fundraising for the project in Summer 2023.

The final design phase, preparation of project plans, specifications, and final cost estimate will require an amendment to the proposed design contract and will run concurrent with fundraising efforts. Dependent on fundraising efforts, construction may commence as early as Spring 2025.

**Fiscal Impact:** The FY 2022-23 Capital Improvement Program Budget has allocated \$275,000 to this project; therefore, sufficient funds are available for approval of this Professional Services Agreement.

The proposed agreement is for the conceptual design phase for the park design, which is inclusive of community outreach, alternative analysis and final conceptual design to develop a successful fundraising campaign. The final design phase will consist of completion of final preparation of plans, specifications, and estimates (PS&E) for construction. Additional design cost for the final design phase is estimated at \$90,000, dependent on final project construction scope.

Attachments:

1. Scope of Work
2. Professional Services Agreement

Report Prepared By: Jessica Kahn, Public Works Director

Reviewed By: Julia Moss, City Clerk; Tamar Burke, Assistant City Attorney

Approved By: Jamie Goldstein, City Manager