



MEMORANDUM

TO: Honorable Mayor and Board of Commissioners
VIA: Robin Gomez, City Manager
FROM: Jay Hatch, Recreation Director
DATE: 05/15/2024
RE: Concession and Restroom Building Design

Background

City staff, stake holders, and users have identified needed facility improvements related to the existing Concession Stand and Restroom facility currently located in R.O.C. Park. The City currently hosts numerous annual events, athletic competitions, and sport leagues within the park while having limited restroom access and concession operations. While exploring options for the project, staff have also identified areas of improvements on and around the existing courts to increase future programming opportunities and encompass them into the project, should it move forward.

Staff has worked with Colliers Engineering & Design, who is currently under contract (attached) with the City, for Design Services, as part of a continuing services agreement which was approved by the Board of Commissioners on September 13, 2023. Staff met with Colliers Engineering & Design for an initial discussion which led to the attached proposal.

The Recreation Department is requesting approval to move forward with the proposed Architectural and Engineering services provided by Colliers Engineering & Design, Inc. Should the proposal be approved, staff will better be able to identify the potential cost of this project to the City and identify opportunities for grants and other alternative funding sources. Deliverables for the projects are listed below.

Deliverables:

- Meeting agendas and summary notes for a maximum of four (4) meetings (digital PDF)
- Preliminary building program (digital PDF)
- Planning Memo (digital PDF)
- Three (3) draft schematic concepts and ROM cost estimates (digital PDF)
- One (1) final schematic concept and one (1) site concept plan (digital PDF)
- Project narratives for MEP/S

Fiscal Impact

\$100,000 is currently budgeted for FY 2024. The attached proposal is for a total lump sum fee on \$53,025.

Recommendation

Staff recommends approval of attached proposal.

Attachments

- Professional Services Proposal – Concession and Restroom Building MAD0004.
- Design Services Agreement – Colliers Engineering & Design