



CITY COUNCIL AGENDA ITEM BRIEFING SHEET

Council Date: June 24, 2024	Department: Planning & Development	Presented By: Toni Fisher, Director
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AGENDA ITEM:

Discussion & Action: Approval of conceptual schematic design for City Hall’s parking lot frontage as prepared by Westwood Professional Services, Inc., and create plans for design development and construction.

BACKGROUND:

In December 2023, City Council approved the Contract with Westwood Professional Services, Inc. for Civil Engineering and Architectural Services to beautify the frontage of City Hall with landscaping and increase the parking area.

Dorothy Westwood and Glenda Arroyo of Westwood presented City Staff with the attached conceptual design plan, whose cost estimate is approximately \$1,054,700. This total allocates \$110,550 for demolition and site preparation, \$351,400 for street pavement, \$132,950 for layout design, \$59,000 for lighting and electrical, and \$161,000 for planting and irrigation, and includes a 30% contingency.

Upon design approval, Westwood is prepared to continue forward with the 60% Design Development and 90% to Final Construction Plans, scopes of services which are included in their Contract.

STAFF & BOARD RECOMMENDATION:

Staff has reviewed the design presented and recommends approval to proceed for the creation of the design development and construction plans by Westwood Professional Services, Inc.

EXHIBITS:

- Willow Park City Hall’s Parking Lot Schematic Design by Westwood Professional Services, Inc.

RECOMMENDED MOTION:

Motion to approve the conceptual schematic design for City Hall’s parking lot frontage as prepared by Westwood Professional Services, Inc., as presented, and create plans for design development and construction.