



CITY OF COMMERCE AGENDA REPORT

TO: Honorable City Council

FROM: City Manager

SUBJECT: Approval of Professional Services Agreement for the Preparation of Plans, Specifications, and Engineer's Estimate (PS&E) for a New Pocket Park Located on Gage Avenue and Zindell Avenue

MEETING DATE: February 10, 2026

RECOMMENDATION:

Staff recommends that City Council consider:

1. Approving a Professional Services Agreement (PSA) with the selected engineering consulting firm in the amount given in the fee schedule of the selected firm (ranges between \$165,148 to \$402,789) and authorize the Mayor to execute the agreement in a form approved by the City Attorney, and furthermore authorize City Manager and Public Works Director to execute any amendments to the agreement with the selected consultant should they become necessary; and
2. Approving up to 15% of the total contract value in contingencies for unforeseen additional design services; and
3. Approving up to 10% of the total contract value to provide project management services.
4. Adopt a Resolution appropriating between \$206,500 to \$503,500 from the Project Management Fund to support the design phase of the project.

BACKGROUND:

The City of Commerce is planning the development of a new Pocket Park on a currently vacant parcel located at the corner of Gage Avenue and Zindell Avenue. The proposed Pocket Park is intended to provide recreational amenities and open space within Veterans' Neighborhood that currently lacks accessible park facilities due to the closure of the Veteran's Memorial Park.

On October 23, 2025, the City issued a Request for Proposals (RFP) seeking qualified consulting firms to provide professional services for the preparation of PS&E for the design and development of the Pocket Park. The RFP identified a comprehensive scope of work that includes the development of landscaping, architectural, civil, lighting, and security design plans, as well as coordination with utilities, stakeholders and community outreach, CEQA support, and preparation of a complete bid-ready PS&E package.

The final park layout will be defined through community outreach, stakeholder meetings and City Council input, with preliminary concepts including a basketball court, a 40X40-foot rubberized HIIT fitness area, modular units, a small playground, picnic area, landscaping,

visitor parking with access from Watcher Street, and potential restroom facilities.

ANALYSIS:

The procurement process was conducted in compliance with California Government Code Sections 4525–4529, which govern the selection of professional services based primarily on demonstrated competence and qualifications. The selection process also followed the City’s Purchasing Policy, which requires proposals to be evaluated by a selection committee using criteria that include qualifications, experience, cost, and other relevant factors.

On December 8, 2025, the City received eleven (11) proposals in response to the RFP. The proposals were evaluated and ranked independently by three panelists in accordance with the evaluation criteria outlined in the RFP. Following the initial evaluation, the following top three professional consulting firms were invited to participate in interviews conducted by four panelists, the rating and proposal cost of these consultants are as follows:

CONSULTANT	RATING	PROPOSAL COST
John G. Cataldo AIA, CSI, Architect, Inc.	98	\$176,000
Hirsh & Associates, Inc.	93	\$165,148
DVDCreative	92	\$402,789

Each firm was evaluated based on its understanding of the project scope, proposed project approach, team qualifications, relevant experience, schedule, community outreach approach, and responsiveness during the question-and-answer session. Consideration was also given to the cost.

Based on the proposal evaluations and interview results, John G. Cataldo AIA, CSI, Architect, Inc. was identified as the top-ranked firm considering its demonstrated qualifications, strong understanding of the project, comprehensive technical approach, experienced team, and overall interview performance.

ALTERNATIVES:

1. Approve staff recommendation
2. Disapprove of staff recommendation
3. Provide further directions for staff

FISCAL IMPACT:

If approved and depending on the selected consultant, the City Council will authorize a one-time appropriation between \$206,500 to \$503,500 from the City’s Project Management Fund, an assigned fund balance designated for one-time expenditures, to support the total cost for the project’s design phase. Below are the proposed costs by each consultant:

	Hirsh & Associates	John G. Cataldo	DVD Creative
Professional Services Contract Amount	\$165,148.00	\$176,000.00	\$402,789.00
Contingencies (15%)	\$24,772.20	\$26,400.00	\$60,418.35

Project Management (10%)	\$16,514.80	\$17,600.00	\$40,278.90
Total	\$206,435.00	\$220,000.00	\$503,486.25

RELATIONSHIP TO STRATEGIC GOALS:

This agenda item relates to the 2016 Strategic Plan, Community Quality of Life

Guiding Principle 4:

Support and evaluate community services, programs and events that promote healthy and quality lifestyles for our residents. Enhance public safety and social services through innovative programs that meet the needs of the residential and business communities.

Recommended by: Shahid Abbas, Director of Public Works
 Fiscal Impact reviewed: Alvaro Castellon, Director of Finance
 Approved as to form by: Noel Tapia, City Attorney
 Respectfully submitted by: Ernie Hernandez, City Manager

Attachment:
 Resolution