



## **CITY OF COMMERCE AGENDA REPORT**

**TO:** Honorable City Council **Item No.** \_\_\_\_\_

**FROM:** City Administrator

**SUBJECT:** AWARD OF ARCHITECTURAL AND ENGINEERING (A/E) SERVICES CONTRACT FOR THE DESIGN AND PRODUCTION OF CONSTRUCTION DOCUMENTS FOR THE RENOVATION OF VETERANS PARK BUILDING

**MEETING DATE:** October 16, 2018

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### **RECOMMENDATION:**

It is recommended that the City Council approve the following actions per its direction during its regularly scheduled meeting on October 2, 2018:

1. Award the Architectural and Engineering (A/E) Services contract to IDS Group for the design renovation of Veterans Park Building in the phased sum amount of \$1,269,317 as the most qualified firm;
2. Authorize a design contingency budget of 8% approximately (\$100,000.00) for unforeseen circumstances and owners requests;
3. Allocate building code plan check and design services contingency budget of \$80,000 based on budgetary assumptions; and
4. Allocate an additional amount of \$700,000.00 from Measure AA to the existing allocated Veterans Park Recreation Building (Ultimate Concept Design) budget already recommended by Measure AA Committee.

### **BACKGROUND:**

Veterans Park Building is a 38,000 square foot multi-level building, located at 6364 Zindell Avenue in the City of Commerce. It is used to serve the entire City of Commerce as an indoor sports facility and meeting place. It was constructed in 1971 on a closed landfill. Since this building was constructed on a landfill, it has experienced a variety of settlement and utility breakage issues. The original building also housed a shooting range in the basement that was ultimately closed in 2010, and lead removal work was undertaken for all public areas of the building. The basement was sealed and in insuring health and safety of the residents, Council approved a contract in 2016 to fully remove the lead from the basement. In the course of the lead removal, it was discovered that some lead had travelled outside the basement. Although it did not pose any danger, since none was present in the public areas, City Council, in abundance of caution

approved closure of the building in February 2017 and authorized complete abatement of the building including lead and asbestos.

In May 2017, staff presented options for Veterans Park and an indoor recreation facility. City Council selected the option to renovate the existing building and to proceed with option to put the gym back in use for the interim purposes while the concept development and engineering design for the ultimate building is underway.

Per the City Council's direction, in recognizing Veterans Park Building as the highest priority for the community, provide the Crush volleyball team with the ability to start practice for this season.

Also, the City performed required 5-year Fire Sprinkler Certification. The 5-year Fire Sprinkler Certification is required regardless of any other work, and was approved by City Council as emergency work at the March 20, 2018 meeting.

On April 3, 2018 meeting, City Council authorized Staff to issue Request for Proposal (RFP) for Architectural and Engineering Services to develop concept plans and prepare plans and specifications for the selected option for the Veterans Park Building. The concept will evaluate the existing building for different uses, provide space planning, provide options for various façade improvements, assess the possible conversion of the basketball courts to usable space and plan for stabilization of the parking lot and utilities. The selected consultant will be required to work with the City Council and Community in finalizing these concepts, and upon Council approval of a concept, begin work for the final plans and specifications towards the final construction documents. The final building will be analyzed and designed for safe construction on landfill and with the latest seismic codes incorporated in the design.

## **ANALYSIS:**

The proposals were received on May 4<sup>th</sup>, 2018. Five firms responded to the Request for Proposal (RFP). Staff reviewed and analyzed the proposals based on various evaluation criteria, including:

- 1) Compliance with the RFP Requirements, Proposal Quality
- 2) Project Understanding, Approach, Methodology, including responsiveness, flexibility
- 3) Experience of Assigned Staff, including prior experience of working relationship of key team members in the past
- 4) Similar Project Experience
- 5) Schedule Efficiency
- 6) Cost Effectiveness

After the review of the proposals, IDS Group and Davy Architecture were short listed for interviews. Based on the interviews and the reviewed proposal, and negotiations, staff recommended IDS Group as the most qualified firm. On July, 19<sup>th</sup>, 2018, IDS Group also presented the proposal to the Veterans Park Building Renovation AD-HOC

committee. The firm provided the Committee with the ideas, challenges and potential solutions, as well as the state of the art design elements including Green and energy conservation features that will be included in the concept and final design. Following interviews, presentations, and final negotiations, it is recommended that IDS Group be awarded the contract for the total phased sum amount of \$1,269,317 as follows:

<u>Existing Building Renovation</u> Schematic Design, Design Development, Construction Documents, Final Coordination and Plan Check,	\$994,000.00
<u>Parking Lot/Utilities</u> Schematic Design, Design Development, Construction Documents, Final Coordination and Plan Check,	\$100,644.00
<u>Feasibility Study of adding new building on the south side</u> Programming and Planning, Schematic Design, Finalize study and Report	\$47,160.00
<u>Meetings</u> 10 Progress meetings, 3 Workshops, 3 Presentations,	\$25,584.00
<u>FF&amp;E Design</u>	\$38,000.00
<u>IT Design</u>	\$27,440.00
Sub consultants and other	\$20,325.00
<u>Bidding Phase Services</u> Response to questions and Review bids/cost schedules	\$16,044.00

**Total Fee:**

**\$1,269,317.00**

Proposal amount for A/E Services	\$ 1,269,317.00
Contingencies fees (approx. 8%)	\$ 100,000.00
Building Code plan check and design services	\$ 80,000.00

**Total:**

**\$ 1,449,317.00**

It is recommended that the additional amount of \$700,000.00 be allocated from Measure AA to the existing allocated Veterans Park Recreation Building (Ultimate Concept Design) budget account # 41-5180-57010.14722 of \$750,000.00 for a total budget of \$1,450,000.

**FISCAL IMPACT:**

The fiscal impact of an additional budget in the amount of \$700,000.00 from Measure AA to the existing allocated Veterans Park Recreation Building (Ultimate Concept Design) budget account # 41-5180-57010.14722 of \$750,000.00 for a total budget of \$1,450,000.

**RELATIONSHIP TO STRATEGIC GOALS:**

The issue before the City Council is consistent with the 2016 Strategic Plan – Goal #6: **“Enhance Quality of Life Goal” and “Maintain and prioritize improvements to City facilities and infrastructures in accordance with adopted master planning documents including the Green Zone Action Plan to accommodate annual and long term goals.”**

**ALTERNATIVES:**

1. Approve staff's recommendation
2. Disapprove staff recommendation
3. Provide further direction to staff

Prepared by:	Chidi Ugwueze, CIP Project Manager
Approved by:	Maryam Babaki, Director of Public Works & Development Services
Reviewed by:	Vilko Domic, Finance Director
Approved as to form:	Noel Tapia, City Attorney
Respectfully submitted:	Edgar P. Cisneros, City Administrator

**ATTACHMENTS:**

1. Resolution
2. Exhibit “A” – Fee breakdown
3. Exhibit “B” – Professional Services Agreement