



AGENCY: City Council
MEETING DATE: September 11, 2023
DEPARTMENT: Public Works
PRESENTED BY: C. O'Neal
EMAIL ADDRESS: coneal@fortbragg.com

AGENDA ITEM SUMMARY

TITLE:

Receive Report and Consider Adoption of City Council Resolution Approving Professional Services Agreements with Melton Design Group in a Not to Exceed Amount of \$246,500 to Provide Design Services and Construction Documents for the Bainbridge Park Enhancement Project, Approving Budget Amendment 2023/24-04, Authorizing City Manager to Execute Contract (Account No. 419-5031-0731) and Approving the Reimbursement to the Facilities Fund for the purchase of Wiggly Giggly Equipment \$200,000 (Account No. 419-7999-0799)

ISSUE:

A Request for Proposals for Design Services for the Bainbridge Park Enhancement Project was released on July 25, 2023, and proposals were opened on August 25, 2023. Three proposals were received, one from Melton Design Group (MDG), Inc., one from Integra Planning & Landscape Architecture, and one from Whitchurch Engineering. All proposals were reviewed and evaluated by Public Works staff. Based on those reviews, the quality of the proposals, Consultant references, and the project budget, City staff recommends MDG, Inc. for the design of this project. Their proposal was responsive, they are qualified to perform the work, they were the only consultant who made a pre-proposal site visit, their proposal illustrates creativity and attention to detail (image 1 is a sample from their proposal), and their submittal is within the allotted budget amount. Additionally, due to the receipt of the State Parks Program grant in the amount of \$2,063,100, a budget amendment is proposed to budget these funds into the Capital Improvement Program (CIP) for use this fiscal year.

AGENDA ITEM NO.



Figure 1 Excerpt from MDG Proposal

ANALYSIS:

The City is preparing to start designing the Bainbridge Park Enhancement Project. This project scope includes various new amenities as well as rehabilitation of existing features, including:

- The Construction of a new multi-use pavilion with electrical and water access;
- Construction of two 50' X 80' fenced, artificial surface soccer pitch w/lights;
- New public art and landscaping throughout the park;
- Master lighting control system and new lights;
- Poured ADA surfacing for the 11,000sf playground area;
- Camera System for Park;
- Minor Cosmetic and Maintenance Upgrades to Existing Bathroom Facilities; and
- Incorporating Existing Drainage into the Park Layout.

The City of Fort Bragg requested proposals from consultants interested in contracting with the City to perform design services for the Bainbridge Park Enhancement Project. The original solicitation was sent to approximately 80 firms that specialize in parks and recreation. The services of the design consultant will include; Project Management (including public outreach), Data Gathering and Analysis, Investigations, Preliminary Design, Final Design and Contract Documents, Support During the Bid Period, and Support During Construction.

RECOMMENDED ACTION:

Adopt the Resolution awarding the Professional Services Agreement for Construction Management to Melton Design Group Inc. for the Bainbridge Park Enhancement Project.

ALTERNATIVE ACTION(S):

Direct staff to select another Consulting Firm for the award of the Professional Services Agreement or send the RFP out for another solicitation.

FISCAL IMPACT:

This project will be funded by the State Parks Program grant for which the city received \$2,063,100. Pre-construction costs cannot exceed 25% of the grant total, and the City's submittal indicated total support costs would not exceed 17% (\$343,840). Pre-construction costs will include administrative staff time any remaining support funds will be reprogrammed for the cost of construction.

Design services are typically estimated to be 10-15% of the cost of construction. MDG's proposal came in at \$246,500 or 12% of the project cost. Integra's proposal was \$373,606 (18%) and Whitchurch proposed a cost of \$203,000 (11%). While Whitchurch had the lowest cost, this firm's proposal did not indicate any previous experience with park design in the firm description or project references section. Integra's proposal represented an excellent resume of experience and talent; however, their proposed budget far exceeds what the grant allows for support services. There is adequate budgeted funding available for consulting with MDG Inc for this project as proposed.

The budget amendment described in the Resolution (attachment 1) and Exhibit A (attachment 2) is needed to incorporate the grant funds into this fiscal year's Capital Improvement Program.

Additionally, Wiggly Giggly equipment costs of \$200,000, funded by the Facilities fund, were approved in the FY 22/23 Budget and are eligible for the SPP Grant. A budget amendment is also requested to reimburse the Facilities fund (520-7999-7999)

GREENHOUSE GAS EMISSIONS IMPACT:

There will be no increase in greenhouse gases during the design phase of this project

CONSISTENCY:

Continued improvements to Bainbridge Park would carry out and build upon the vision of the 2016 Bainbridge Park Master Plan. Additionally, these proposed park improvements would be consistent with the following General Plan policies:

- **Policy OS-9.3:** Recreational Facilities: Provide recreational facilities to meet the needs of all Fort Bragg citizens, especially children and teenagers.
- **Program OS-9.3.1:** Consider teen recreation needs when planning new or redesigned parks.
- **Goal OS-10:** Develop park and recreation facilities with the coordination of other agencies and the public.
- **Policy OS-10.4:** Public Participation: Actively solicit public participation in the selection, design, and facilities planning for existing and future park sites.

IMPLEMENTATION/TIMEFRAMES:

RFP Proposals opened – August 25, 2023

Start Design – September 2023

Complete Design – June 2024

Construct Park Improvements – August 2024

ATTACHMENTS:

1. Resolution
2. Exhibit A Budget Amendment
3. RFP Response List

NOTIFICATION:

1. Gregory Melton, President/CEO Melton Design Group, Inc.
2. Ric Hendricks, Principal, Project Manager, Integra Planning and Landscape Architecture
3. Jeffery Laikam, PE, Whitchurch Engineering
4. Bainbridge Park Notificaitons Listserve