

TO: James L. App, City Manager
FROM: Joseph M. Deakin, Public Works Director
SUBJECT: Award Design Services for Centennial Park Upgrades
DATE: February 4, 2003

NEEDS: For the City Council to consider awarding a design services contract to BFGC Architects for the upgrades/improvements to Centennial Park.

FACTS:

1. In October 2001, the City Council authorized staff to apply for the Roberti Z-Berg Harris Grant. On June 18, 2002, the City Council accepted a \$500,000 grant and appropriated \$214,000 in City matching funds.
2. On July 18, 2002, staff issued a letter (see attached) to 37 architects requesting a Statement of Qualifications (SOQ) to prepare plans and specifications for the upgrades to Centennial Park.
3. Sixteen (16) firms responded to the request for SOQ and on September 9, 2002, formal Request for Proposals (RFP) were issued to these firms. Four (4) firms responded by submitting Proposals with estimated fees ranging from \$62,800 to \$147,542.

**ANALYSIS
AND**

CONCLUSION: On November 8, 2002, four (4) architects were interviewed by a panel including representatives from City Council, Parks and Recreation Committee, and REC Inc.:

Jim Heggarty (City Council)
Robin Fairbairn (Parks & Recreation Committee)
Danna Stroud (REC Inc.)
Darwin Curry (Parks & Recreation Committee)

In addition, staff from Public Works and Library and Recreation Services Departments assisted the Panel. The four firms interviewed were:

- BFGC Architecture of San Luis Obispo, CA
- Omni Design Group, Inc. of San Luis Obispo, CA
- Ravatt Albrecht & Associates, Inc. of San Luis Obispo, CA
- Sawyer, Inc. of Santa Margarita, CA

The Panel ranked the four firms (see attached proposals), concluding that BFGC Architecture of San Luis Obispo would be the best candidate for the project. This conclusion was based on:

- Technical experience
- Creativity
- Staff with extensive hands-on construction knowledge
- Ability to develop consensus with community groups

Upon this recommendation, staff met with BFGC Architecture to develop a refined Scope of Work and Fee Proposal. BFGC Architecture's proposal in the amount of \$93,960 provides the basis of a contract with BFGC Architecture to provide the City construction documents for the upgrades to Centennial Park.

POLICY

REFERENCE: Resolution No. 01-239 directing staff to apply for the Grant and Resolution No. 02-113 appropriating funding.

FISCAL

IMPACT: Project budget of \$714,000 has been appropriated to Budget Account No. 216.910.5452.429.

OPTIONS:

- a. Award a design services contract to BFGC Architecture in the amount of \$93,960 for the upgrades at Centennial Park.
- b. Amend, modify or reject the above option.

Attachments (4)

- 1) Statement of Qualifications Letter
- 2) Request for Proposals Letter
- 3) Proposals
- 4) Resolution

RESOLUTION NO. 02-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PASO ROBLES
AWARDING A DESIGN SERVICES CONTRACT TO BFGC ARCHITECTURE
OF SAN LUIS OBISPO FOR A NOT-TO-EXCEED FEE OF \$93,960

WHEREAS, in October 2001, the City Council authorized staff to apply for the Roberti Z-berg Harris Grant; and

WHEREAS, on June 18, 2002, the City Council accepted a \$500,000 grant and appropriated \$214,000 in City matching funds; and

WHEREAS, on July 18, 2002, staff issued a letter to 37 architects requesting a Statement of Qualifications (SOQ) to prepare plans and specifications for the upgrades to Centennial Park; and

WHEREAS, sixteen (16) firms responded to the City's request for SOQ and on September 9, 2002, formal Request for Proposals (RFP) were issued to these firms; and

WHEREAS, four (4) firms responded by submitting Scopes of Work and Fee Proposals with estimated fees ranging from \$62,800 to \$147,542; and

WHEREAS, on November 8, 2002, a panel including representatives from City Council, Parks and Recreation Committee, Rec., Inc. and City staff interviewed these four firms, concluding BFGC Architecture of San Luis Obispo would be the best candidate for the Project.

THEREFORE, BE IT RESOLVED AS FOLLOWS:

SECTION 1. The City Council of the City of Paso Robles does hereby award a design services contract to BFGC Architecture of San Luis Obispo in the amount of \$93,960.

PASSED AND ADOPTED by the City Council of the City of Paso Robles this 4th day of February 2003 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Frank R. Mecham, Mayor

ATTEST:

Sharilyn M. Ryan, Deputy City Clerk