

**MOORPARK CITY COUNCIL
AGENDA REPORT**

TO: The Honorable City Council

FROM: Jeremy Laurentowski, Parks and Recreation Director *JL*

BY: Jessica Sandifer, Senior Management Analyst *JS*

DATE: September 30, 2015 (CC Meeting of 10/7/15)

SUBJECT: Consider Amendment No. 1 to Agreement with Phoenix Civil Engineering, Inc. and Resolution Amending the Fiscal Year 2015/16 Budget for Civil Engineering Services for Design of Additional Parking Area at Arroyo Vista Community Park

BACKGROUND

On February 5, 2014, the City Council approved the plans and specifications for a recreational trail system at Arroyo Vista Community Park (AVCP). The plans incorporate a safe route of travel for both pedestrians and bicyclists from the existing pedestrian bridge at the east end of the park, to the Arroyo Vista Recreation Center (AVRC). The bicycle path will connect to the existing bicycle path along the access road to the west end of AVCP, ultimately providing access to Moorpark High School and Tierra Rejada Road. In addition, the plans include parking improvements along the south side of the access road and provide for a variety of sustainable building materials, such as the use of permeable asphalt paving for the bicycle path and pervious concrete for the improved parking area. The City Council has previously approved design services to modify the entrance to AVCP at the corner of Tierra Rejada Road, which will provide a complete trail connection from the pedestrian bridge at the east end of AVCP to Tierra Rejada Road, and will improve vehicular circulation for vehicles exiting AVCP. Staff entered into an Agreement with Phoenix Civil Engineering, Inc. (Phoenix) for this work. The Agreement was executed under the City Manager's signing authority.

DISCUSSION

As the design of the Recreational Trail Project has progressed, opportunities have presented themselves to improve certain areas at AVCP, such as vehicular circulation and parking. Parking is often a premium at AVCP, especially during the seasons when various sports leagues utilize the park. For instance, staff was recently informed that

the American Youth Soccer Organization's (AYSO) fall season has increased to approximately 1,300 players this year, an increase of approximately 10%. Currently, AVCP has 451 parking spaces that offer access to the park and field areas. This does not include Parking Lot A that is located directly adjacent to AVRC or the open areas on the north side of the access road. Parking Lot A offers access primarily to AVRC, the gym, the multi-use court and the tennis courts. The north side of the access road is not being considered for improvements at this time. The improvement plans that were prepared for the trail project will increase the parking by 30 spaces, for a total parking allocation of 481 spaces. However, even with the planned future increase in parking spaces, AVCP will still be relatively full on a normal weekend during soccer season, or during other special events planned at the park.

Staff has identified an area at the east end of the park, adjacent to Parking Lot D, that can accommodate an additional 60 parking spaces, without impacting the adjacent athletic fields. Staff has requested a proposal from Phoenix to prepare plans and specifications for the design of the additional parking spaces. The cost for this work is \$23,562 which includes a contingency amount of \$2,142. Staff recommends amending Phoenix's agreement to prepare the plans and specifications for these additional parking spaces. Staff is requesting an amendment to the Fiscal Year 2015/16 budget to fund the additional services. This work will ultimately be included in the construction of the recreational trail project at AVCP, as a bid option. The project is scheduled to go out to bid for construction in November of this year.

Staff estimates that the construction cost for this work is approximately \$250,000. As mentioned previously, staff will include this work with the work required for the overall trail project and will provide a detailed cost estimate and recommendations for funding at that time. Staff anticipates that funding will need to come from either the Endowment Fund or General Fund.

FISCAL IMPACT

Staff is requesting an amendment to the FY 2015/16 budget for \$24,000 for Civil Engineering services from the Traffic System Management Fund (2001) to complete the design work. The expenditure is being added to Capital Improvement Project (CIP) 7852, which is the AVCP recreational trail system project.

To date, the City has budgeted \$134,870 for engineering design for the Recreational Trail Project (CIP 7852). The design of the additional parking area would make the total engineering costs for the project \$158,870.

STAFF RECOMMENDATION (ROLL CALL VOTE)

1. Approve Amendment No. 1 to Agreement with Phoenix Civil Engineering, Inc., and authorize City Manager to sign the Agreement, subject to final language approval of the City Manager; and
2. Adopt Resolution No. 2015-_____, amending the FY 2015/16 Budget to fund civil engineering services for design of additional parking spaces.

Attachment:

1. Amendment No. 1
2. Resolution No. 2015 - _____.
3. Exhibit – Parking Lot D Expansion

ATTACHMENT 1

AMENDMENT NO. 1 TO AGREEMENT BETWEEN THE CITY OF MOORPARK AND PHOENIX CIVIL ENGINEERING, INC. FOR ENGINEERING DESIGN SERVICES FOR MODIFICATIONS TO ARROYO VISTA COMMUNITY PARK ACCESS ROAD AT COUNTRYWOOD DRIVE AND TIERRA REJADA ROAD

This Amendment No. 1 to the Agreement between the City of Moorpark, a municipal corporation ("City"), and Phoenix Civil Engineering, Inc., a corporation ("Contractor"), for engineering design services ("Agreement"), is made and entered into the _____ day of _____, 2015.

RECITALS

WHEREAS, on March 25, 2015 the City and Contractor entered into an Agreement to have the Contractor provide engineering design services for modifications to the Arroyo Vista Community Park access road at Countrywood Drive and Tierra Rejada Road; and

WHEREAS, the City has need of additional design services for an additional parking lot near Parking Lot D at Arroyo Vista Community Park; and

WHEREAS, the City and Contractor now desire to amend the Agreement to increase the compensation for these additional services to be performed by Contractor from twenty-four thousand six hundred twenty-one dollars (\$24,621.00) by a value of twenty-one thousand four hundred twenty dollars (\$21,420.00) plus a contingency of two thousand one hundred forty-two dollars (\$2,142.00) for a total contract value of forty-eight thousand one hundred eighty-three dollars (\$48,183.00), and document said agreement to amend by jointly approving Amendment No. 1 to the Agreement.

NOW, THEREFORE, it is mutually agreed by and between the parties to the Agreement as follows:

I. Section 2, SCOPE OF SERVICES, is amended by replacing this section in its entirety as follows:

"City does hereby retain Consultant, as an independent contractor, in a contractual capacity to provide engineering design services for the Arroyo Vista Community Park entryway modifications, as set forth in Exhibit B, and for the additional parking area at Arroyo Vista Community Park, as set forth in Exhibit C. In the event there is a conflict between the provisions of Exhibits B and C and this Agreement, the language contained in this Agreement shall take precedence.

Consultant shall perform the tasks described and set forth in Exhibits B and C. Consultant shall complete the tasks according to the schedule of performance which is also set forth in Exhibits B and C.

Compensation for the services to be performed by Consultant shall be in accordance with Exhibits B and C. Compensation shall not exceed the rates or contract value of forty-eight thousand one hundred eighty-three dollars (\$48,183.00), which

includes a contingency in the amount of four thousand three hundred eighty-five dollars (\$4,385.00), without a written Amendment to the Agreement executed by both parties. Payment by City to Consultant shall be in accordance with the provisions of this Agreement.”

II. Section 5, PAYMENT, is amended by replacing the second paragraph in its entirety as follows:

“The City agrees to pay Consultant monthly, in accordance with the payment rates and terms and the schedule of payment as set forth in Exhibits B and C, based upon actual time spent on the above tasks. This amount shall not exceed a total contract value of forty-eight thousand one hundred eighty-three dollars (\$48,183.00), which includes a contingency in the amount of four thousand three hundred eighty-five dollars (\$4,385.00), for the total term of the Agreement unless additional payment is approved as provided in this Agreement.”

III. Remaining Provisions:

Except as revised by this Amendment No. 1, all of the provisions of the Agreement shall remain in full force and effect.

In Witness Whereof, the parties hereto have caused this Agreement to be executed the day and year first above written.

CITY OF MOORPARK

PHOENIX CIVIL ENGINEERING, INC.

Steven Kueny
City Manager

Jon Turner
Principal Engineer

Attest:

Maureen Benson, City Clerk

EXHIBIT C

Phoenix Civil Engineering, Inc.



4532 Telephone Road, Ste. 113, Ventura, Ca 93003 805.658.6800
info@phoenixcivil.com www.phoenixcivil.com

Mr. Jeremy Laurentowski
City of Moorpark
799 Moorpark Ave.
Moorpark, CA 93021

September 12, 2015

City of Moorpark – Arroyo Vista Park Parking Lot Design– Proposal for Engineering Services

Dear Mr. Laurentowski-

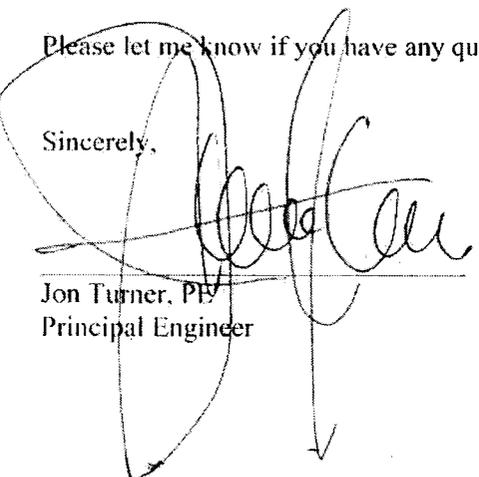
I am pleased to provide you with this proposal for engineering services associated with the Arroyo Vista Park Parking Lot Design project. The existing parking lot at the eastern end of the park is to be modified to include an additional 60 parking spaces. The parking lot will mirror the adjacent parking lot striping configuration and tree well placement. Detailed plans and specifications (contract documents) will be prepared based on the City of Moorpark format used on other recently designed projects. The project has a very aggressive design timeline so it is imperative that topographical survey be performed quickly so the design effort can be completed. It is not envisioned that several iterations of parking layout will be required before an approved layout is decided upon by the City. Based on our conversations and my review of the site, I have prepared my proposal to include the following:

- Task 101: Topographic Survey
- Task 102: Preliminary Layout Plans
- Task 103: 75% Plans, Specifications and Opinion of Probable Construction Cost Preparation
- Task 104: Final Plans, Specifications and OPCC Deliverable
- Task 105: Reimbursables

I appreciate the opportunity to submit this proposal to assist you with this project. I have attached a scope of work and our professional services rate sheet along with a fee schedule detailed by task. Our scope of work covers design services only and does not include permit or design assistance during construction services. We can provide these services if requested.

Please let me know if you have any questions or would like to discuss my proposal.

Sincerely,



Jon Turner, PE
Principal Engineer

Scope of Services

Background/Project Understanding

The existing parking lot at the eastern end of Arroyo Vista Community Park is to be modified to include an additional 60 parking spaces. The parking lot will mirror the adjacent parking lot striping configuration and tree well placement. Detailed plans and specifications (contract documents) will be prepared based on the City of Moorpark format used on other recently designed projects. The project has a very aggressive design timeline so it is imperative that topographical survey be performed quickly so the design effort can be completed. It is not envisioned that several iterations of parking layout will be required before an approved layout is decided upon by the City. Based on our conversations and my review of the site, I have prepared my proposal to include the following:

Task 101: Topographic Survey

Benner and Carpenter, as a subconsultant to Phoenix Civil Engineering, will perform topographic ground survey of the site. Benner and Carpenter has previously compiled partial aerial topographic surveying of the area, but in the area of the proposed parking lot additional topographic ground survey is required in order to ensure that drainage patterns are planned for accurately.

The following efforts are included in this task:

- Ground topographic surveying of the proposed parking lot site that will be connected to the existing aerial topographic survey of the area compiled for a different project.

Deliverable: No deliverable is associated with this task. Information gathered in this task will be used in Tasks 102 through 104.

Task 102: Preliminary Layout Plans

Once Task 102 is complete, it is envisioned that two options for the parking lot striping will be prepared. Sketches of these options will be prepared along with benefits/issues so that the City Project Manager can make a decision as to which design to pursue.

The following efforts are included in this task:

- Preparation of the concept sketches for parking lot striping layout for presentation to the City Project Manager.
- Meeting with the City staff to discuss their comments and decide on the preferred layout.

Deliverable: Two (2) sets of the sketches (11 x 17 size) and summary will be provided to the City for their internal review. One electronic copy of the sketch package (.pdf) will be provided.

Task 103: 75% Plans, Specifications and OPCC Preparation

After completion of Task 102, the selected parking lot striping configuration will be designed for the site. Plan sheets reflecting the proposed design and associated notes/information will be prepared. Accompanying the plan set, a set of technical specifications for the improvements will be prepared. These specifications will be based on the Standard Specifications for Public Works Construction (SSPWC). For coordination purposes, an electronic copy (MS Word format) of the city's standard front end documents will be provided to the design team. Lastly, an engineer's opinion of probable construction cost (OPCC) will be prepared for the proposed improvements. It is envisioned that the plan set will be made up of the following sheets:

- Title Sheet
- Notes, Abbreviations, Survey

- Site Plan and Profile (2 sheets)

The following efforts are included in this task:

- Development of project improvement design plans.
- Preparation of technical specifications and OPCC for the improvements.

Deliverable: Three (3) sets of the 75% plans (22 x 34 size on bond paper), technical specifications outline and OPCC will be provided to the City for their review. One electronic copy of the project deliverables package (.pdf) will be provided.

Task 104: Final Plans, Specifications and Estimate Deliverable

Once the City review comments have been received relating to the 75% deliverable package, the project plans, specifications and OPCC will be finalized, incorporating the review comments.

The following efforts are included in this task:

- Incorporation of City review comments on the final deliverable package into the Contract Documents.
- Finalization of the plans, specifications and OPCC.
- Delivery of the project AutoCAD files of the plans and the underlying survey information.

Deliverable: Three (3) sets of the final plans (22 x 34 size on bond paper), technical specifications (bound) and OPCC will be provided to the City. One mylar copy of the full size plans will be provided. One electronic copy of the project deliverables package (AutoCAD 2010, MS Word, and .pdf files) will be provided.

Task 105: Reimbursable Reproduction

This task covers the anticipated cost of the project deliverables (large format printing, mylar printing, specification printing).

The following efforts are included in this task:

- Preparation of the full size sheet sets (22 x 34) printing for the deliverable packages to the City.
- Preparation of the specification printing for the deliverable packages to the City.
- Printing of the mylar plan sheets associated with Task 104.

Deliverable: As needed by the City.

Schedule

The work associated with Tasks 101 through 105 will be made a top priority. Every effort will be made to keep the project schedule moving along. Review times are anticipated to be one week. It is envisioned that the project Contract Documents can be prepared within 6 weeks of the project Notice to Proceed (assuming one week review times).

Fees

Work associated with Tasks 101 through 105 is estimated to cost \$21,420. A breakdown of the level of effort is listed below:

Task 101:	Topographic Survey	\$4,864
Task 102:	Preliminary Plan Preparation	\$1,902
Task 103:	75% Plans, Specifications and OPCC Preparation	\$12,216
Task 104:	Final Plans, Specifications and OPCC Deliverable	\$2,038
Task 105:	Reimbursable Reproduction	\$400



2015-2016

Professional Services Hourly Rate Sheet

Engineering

Principal Engineer	\$155
Resident Engineer	\$135
Professional Engineer	\$130
Staff Engineer	\$120
Junior Engineer	\$96

CADD

Senior Designer	\$116
Junior Designer	\$85

General

Construction Manager	\$145
Construction Observer	\$100
Technical Assistant	\$68
Clerical/Administrative Assistant	\$48

Costs associated with printing and computer time are calculated in the rates. Large quantities of printing (multiple sets of specifications, reports, etc.) will be billed at an agreed upon rate.

ATTACHMENT 2

RESOLUTION NO. 2015-_____

A RESOLUTION OF CITY COUNCIL OF THE CITY OF MOORPARK, CALIFORNIA, AMENDING THE FISCAL YEAR 2015/2016 BUDGET BY APPROPRIATING \$24,000 FROM THE TRAFFIC SYSTEM MANAGEMENT FUND (2001) FOR CIVIL ENGINEERING SERVICES FOR DESIGN OF ADDITIONAL PARKING AS A PART OF THE RECREATIONAL TRAIL PROJECT (CIP 7852) AT ARROYO VISTA COMMUNITY PARK

WHEREAS, on June 17, 2015, the City of Moorpark adopted the Operating and Capital Improvement budget for Fiscal Year 2015/16; and

WHEREAS, on August 19, 2015, City Council approved a budget amendment of \$44,850 from the Traffic System Management Fund (2001) and \$5,000 from the General Fund (1000) for Landscape Architect services to design the landscape improvements and monument sign for the Recreational Trail Project (CIP 7852) at Arroyo Vista Community Park; and

WHEREAS, on October 7, 2015, a staff report was presented to the City Council requesting a budget amendment of \$24,000 from the Traffic System Management Fund (2001) for Civil Engineering Services to design an additional parking lot at Arroyo Vista Community Park as a part of the Recreational Trail Project (CIP 7852); and

WHEREAS, Exhibit "A", attached hereto and made a part hereof, describes said budget amendment and the resultant impact to the budget line item.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MOORPARK DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. An aggregate budget amendment of \$24,000 from Traffic System Management Fund (2001) for Civil Engineering Services is needed to fund the design of the additional parking lot at Arroyo Vista Community Park, as more particularly described in Exhibit "A", attached hereto, is hereby approved.

SECTION 2. The City Clerk shall certify to the adoption of this resolution and shall cause a certified resolution to be filed in the book of original resolutions.

PASSED AND ADOPTED this 7th day of October, 2015

Janice S. Parvin, Mayor

ATTEST:

Maureen Benson, City Clerk

Exhibit A – Budget Amendment

EXHIBIT A

BUDGET AMENDMENT FOR

**Traffic System Management Fund (2001) for Civil Engineering Services for additional parking lot design at Arroyo Vista Community Park
 2015/16**

FUND ALLOCATION FROM:

Fund	Account Number	Amount
Traffic System Management Fund	2001-5500	\$ 24,000.00
Total		\$ 24,000.00

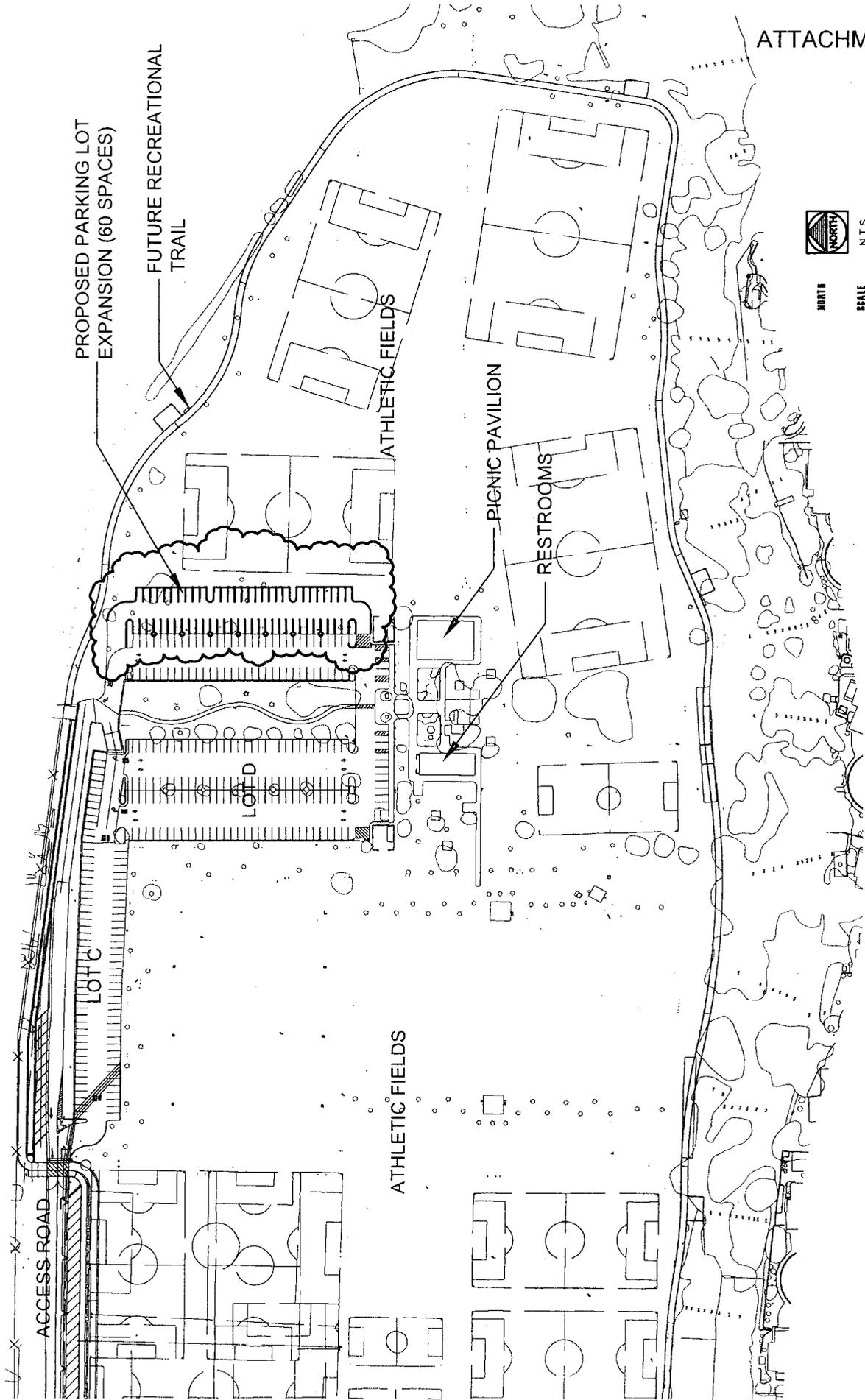
DISTRIBUTION OF APPROPRIATION TO EXPENSE ACCOUNTS:

Account Number	Current Budget ¹	Revision	Amended Budget
1000.7800.7852.9601	\$ 5,000.00	\$ -	\$ 5,000.00
1000.7800.7852.9613	\$ 75,000.00		\$ 75,000.00
2001.7800.7852.9601	\$ 78,136.00	\$ 24,000.00	\$ 102,136.00
2001.7800.7852.9642	\$ 684,014.00	\$ -	\$ 684,014.00
2602.7800.7852.9642	\$ 66,000.00	\$ -	\$ 66,000.00
2609.7800.7852.9642	\$ 500,000.00		\$ 500,000.00
			\$ -
		\$ -	\$ -
Total	\$ 1,408,150.00	\$ 24,000.00	\$ 1,432,150.00

¹ Final accounting of FY 2014/15 project expenditures is pending. These amounts exclude adjustments for remaining appropriations.

Approved as to Form: 


ARROYO VISTA COMMUNITY PARK PROPOSED PARKING LOT EXPANSION PARKING LOT D



NORTH
SCALE N.T.S.
DATE SEPT. 29, 2015