

**MOORPARK CITY COUNCIL
AGENDA REPORT**

TO: The Honorable City Council

FROM: Mary K. Lindley, Director of Parks, Recreation, and Community Services

DATE: June 8, 2007 (Meeting of June 20, 2007)

SUBJECT: Consider Amendment to Agreement for the Design of Poindexter Park Expansion

BACKGROUND

On February 3, 2006, the City Council awarded an agreement to Community Works Design Group to prepare a conceptual design for the expansion of Poindexter Park. As the Council may recall, the City purchased the 2.2 acre parcel adjacent to the north end of Poindexter Park with the intent of expanding the park. On April 18, 2007, the Council approved the conceptual plan for the expansion of Poindexter Park. The approved conceptual plans includes: a 14,000 square foot in-ground skatepark, a full-court basketball court, a new play lot designed for youth between the ages of 8 and 12 (sometimes referred to as "tweens"), and picnic amenities.

DISCUSSION

The next step in the expansion process is the development of construction plans and specifications. This includes the design of the in-ground skatepark, incorporating the input and ideas of interested skateboarders.

Staff is recommending that the City Council amend the scope of services in its current agreement with Community Works Design Group, consistent with the landscape architect's proposal dated May 17 (see Attachment A for expanded Scope of Services). Community Works is a well established landscape design firm that has designed and performed contract management for numerous parks and other landscape treatments. Their experience in Moorpark includes the exiting developed portion of Poindexter Park and both phases of Arroyo Vista Community Park.

At the meeting on April 18, there was some concern expressed about Community Works' experience in the design of skateparks and the possible interest of another skatepark design firm. Community Works has over seven years experience in skatepark design as they explain in their letter dated April 30, 2007 (Attachment B). They are experienced in conducting design workshops, working with interested skaters to identify the elements they want included, with a layout that provides a positive skating experience.

Community Works is aware of the City's concerns and staff believes that they have the appropriate experience and professional partnerships to provide the level of park and skatepark design services the City and residents expect. They have an existing relationship with California Stateparks, a general contractor who designs and builds skateparks, who will assist with the proposed design workshops.

The proposed cost is \$76,860.00. The draft FY 2007/08 Budget includes funds to proceed with the design of Poindexter Park Expansion consistent with proposal from Community Works Design Group.

STAFF RECOMMENDATION

Direct staff to amend the Agreement with Community Works Design Group to prepare Poindexter Park construction plans and specifications as outlined in the Agenda Report, at a cost not to exceed \$76,860, and authorize the City Manager to execute said amendment.

Attachments: A Expanded Scope of Services
 B Community Works Design Group Letter dated
 April 30, 2007



May 17, 2007

Ms. Mary Lindley, Director
CITY OF MOORPARK
Parks, Recreation and Community Services
799 Moorpark Avenue
Moorpark, California 93021

RE: Proposal for Professional Services - Poindexter Park Construction Documents

Dear Ms. Lindley:

The firm of **Community Works Design Group** appreciates the opportunity to submit our proposal for this next phase of Poindexter Park.

SCOPE OF SERVICES

A. DESIGN DEVELOPMENT

1. Upon approval of the Master Plan, CWDG will begin production of the design development documents. These plans will begin to define the exact size, quality and method of construction of the master plan.
2. We will hold a series of workshops for the design and development of the skatepark facility. We anticipate two workshops will be required. These will be hands-on workshops with Scott Rice (CWDG) and Joe Ciaglia (California Skate Parks) leading the teams.
3. Boyle Engineers will assist in the preparation of the grading plans, drainage plans, and utility plans.
4. Earth Systems will provide a Geotechnical soils investigation and report for the project.
5. Donn C. Gilmore will begin design layout of the electrical facilities and coordinate service for parking lot, security lighting, sports lighting, and monument lighting.
6. These plans will be reviewed with the City Staff on a regular basis.
7. Continuous cost estimate updates will be presented to staff for review.

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B. CONSTRUCTION DOCUMENTS

Upon receipt of approval of the Design Development portion, we will continue preparation of the Construction Documents. The plans will continue the concepts of low maintenance, vandal resistance, attractive and practical design solutions.

There will be two phases of Construction Documents. The first phase will include the Design Development, noted above, in which we will bring the drawings to approximately 50% completion. Plans at this stage will outline all hardscape elements, architectural facilities, provide rough grading contours, layout irrigation heads, and indicate major planting ideas. These plans will be turned over to the City for staff review in order to determine any final adjustments prior to working out details and beginning specifications. Once approved our office will continue on the Construction Documents until 100% complete, where they will be turned over to City staff and Departments as required for final review.

1. FINE GRADING AND PAVING PLANS: Boyle Engineers will prepare and process a fine grade and paving plan for construction of finished grading and paving. The plan will be at a scale of 1"=30' and indicate detail finish grading, parking areas, drainage devices, sidewalks and swales.
2. EARTHWORK QUANTITIES: Boyle Engineers will prepare an estimate from the Fine Grading Plan of earthwork quantities using information available from the soils reports.
3. UTILITY PLANS: Boyle Engineers will prepare and process at a scale of 1"=30', on a mylar copy of the fine grading plan, a layout of the water and storm drain systems to serve the development, including specifications for contractor preparation of the SWPPP.
4. ELECTRICAL PLANS: Gilmore Associates will prepare a complete set of electrical lighting plans including panel design for security lighting, parking lots, monument lighting, and sports lighting, etc. We will provide pole footing structural designs and materials. Ease of maintenance, vandal resistance and control of light spillage are primary concerns in the design of the lighting systems.
5. CONSTRUCTION DRAWINGS: Construction Drawings will include site plans and details (will locate by dimensioning all project elements as approved in Phase I of the Master Plan - Fifteen acres).
6. IRRIGATION PLANS: We will prepare complete irrigation plans. Water meter and mainlines and all other elements of the system will be designed to carry optimum amounts of water to irrigate the site. Full detailing of all equipment will be included. Vandal resistance, durability, serviceability, reliability, water conservation, efficiency, and, most importantly, consistency with City standards will be our primary concerns.
7. PLANTING PLANS: Complete Planting Plans with all necessary details will be provided. Plant suitability, maintainability, drought resistance, fire retardance and reliability will be primary concerns.
8. SPECIFICATIONS: Specifications detailing materials and workmanship for all of the above items will be provided.

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9. COST ESTIMATES: Final estimates of probable costs will be prepared for review.
10. DOCUMENT PROCESSING: We will submit the documents for City and various agency approvals. We will review documents and make all necessary corrections.

C. BIDDING PHASE

1. Community Works Design Group will assist the City in conducting a Pre-Bid meeting and provide written documentation of the meeting, noting direction given to contractors, questions asked and follow-up clarifications or addendum items.
2. We will assist the City in obtaining and evaluating bids.
3. CWDG will assist the City in conducting a pre-award meeting and in preparing the contract for construction.

D. CONSTRUCTION PHASE

1. CONTRACT ADMINISTRATION: CWDG and the design team will review shop drawings and material samples.
2. FIELD OBSERVATION & SUPERVISION: CWDG will provide field observations with our staff and our consultants as requested.

Visits shall be performed at the current hourly rates listed in Attachment 1. Ten (10) observations have been anticipated and included.

CWDG shall advise and consult with the City during the construction phase.

CWDG shall assist the City in determining the amount owed to the Contractor by reviewing his application for payment.

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PROJECT TIMING

The CWDG Design Team will proceed with the project immediately upon receiving approval from the City. The project will be our primary concern during its course and will be a high priority. We will be able to devote the deserved attention to your project. We are large enough to complete the project on schedule, yet small enough that it will not become lost in the shuffle.

Our reputation is built on our timely completion of contractual obligations and our ability to meet our clients' needs. We take this very seriously and work to maintain promised schedules and obligations.

It is our policy to stay in very close communication with City personnel. Should there be questions about the project, we are there to answer them quickly instead of leaving the project to sit on a desk until the issues are resolved.

We anticipate the following time schedule for completion of this project:

1.	PROJECT ORIENTATION	ONE WEEK
2.	STAFF/COMMITTEE MTG.	ONE WEEK
3.	DESIGN DAY - SKATE PARK	ONE DAY
4.	SKATE PARK PLANNING	ONE WEEK
5.	STAFF/SKATE PARK COMMITTEE MTG.	ONE WEEK
6.	DESIGN DEVELOPMENT	FOUR WEEKS
7.	CONSTRUCTION DOCUMENTS	FOUR WEEKS
8.	STAFF REVIEW	TWO WEEKS
9.	REVISIONS/ REVIEW/APPROVALS	FOUR WEEKS
10.	BID PERIOD	SIX WEEKS
11.	CONSTRUCTION PERIOD	SIXTEEN WEEKS
12.	ESTABLISHMENT PERIOD	TWELVE WEEKS

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FEE PROPOSAL

The following is our proposed fee to provide all work mentioned in the Scope of Work outline for Poindexter Park.

	<u>Consultant Services</u>	<u>Fee</u>
1.	Design Development	\$ 23,560.00
2.	Construction Document	\$ 37,840.00
3.	Bidding & Negotiations	\$ 2,585.00
4.	Construction Phase	\$ 9,375.00
5.	Reimbursables (Estimated)	\$ <u>3,500.00</u>
	TOTAL FEE	\$ 76,860.00

- A. Provisions of Attachment 1 are an integral part of this proposal as if herein written in full.
- B. This proposal expires after 90 days if an agreement for professional services is not fully executed.

The members of the Design Team appreciate your consideration of our team for this important project and we look forward to developing some exciting "purple cow" concepts in the master planning and development of this next phase of Poindexter Park.

Respectfully submitted,

COMMUNITY WORKS DESIGN GROUP



Timothy I. Maloney, ASLA, CPRS

ATTACHMENT - 1**NORMAL HOURLY RATES**

Principal Landscape Architect's time at the fixed rate of:	\$115.00 per Hour
Principal Engineer's time at the fixed rate of:	\$195.00 per Hour
Engineer's time at the fixed rate of:	\$153.00 per Hour
Electrical Engineer's time at the fixed rate of:	\$125.00 per Hour
Landscape Architect's time at the fixed rate of:	\$ 95.00 per Hour
Designer's time at the fixed rate of:	\$ 75.00 per Hour
Professional Staff's time at the fixed rate of:	\$ 55.00 per Hour

OUTSIDE CONSULTANTS

Services of outside consultants not listed in this proposal, at our direct cost, plus 15% of the actual cost of their services for coordination.

REIMBURSABLE ITEMS

Reimbursable items, such as the cost of plotting, graphic reproduction and shipping, at our direct cost plus 15%. Auto travel shall be charged at 45 cents per mile. We have included an estimate of reimbursables in our fee proposal.

TERMS AND CONDITIONS OF PAYMENT

We will bill in proportion to the percentage of work complete at the time of billing.

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RECEIVED

MAY - 2 2007

CITY OF MOORPARK



April 30, 2007

Ms. Mary Lindley, Director
CITY OF MOORPARK
Parks, Recreation and Community Services
799 Moorpark Avenue
Moorpark, California 93021

4649 Brockton Avenue

RE: Poindexter Park Skate Park

Dear Mary:

Riverside, CA 92506

We are excited to move ahead with the Construction Drawing phase of Moorpark's first Public Skate Park.

(951) 369-0700

With over 7 years experience in skate park design, we have continued to refine our design methods to remain on the cutting edge of the sport. During the late 1990's and early 2000's, skate parks were constructed at a wildfire pace. Nearly all of the 120+ public skate parks in Southern California were built between 1998 and 2004. With a rapid development of so many parks over a short time period, many issues quickly emerged relating to user safety, ramp and obstacle layout, poor riding surfaces, and compatibility of the skate area to its surroundings. As members of the Southern California Skate Park Coalition over these years, we have actively participated in several forum discussions relating to the proper design and construction of concrete skate parks. We are able to avoid pitfalls encountered from less successful designs and poor construction techniques created by our competition, by learning from the built environment and from the recreators stuck with inferior parks.

Fax (951) 369-4039

Just as in Community Park Planning, public input during the design phase is essential. However, the community-driven design must be molded to meet the combined needs of all parties involved in the completed facility - City maintenance staff, patrolling law enforcement Deputies, and users spanning a variety of ages and skill levels. Our ability to weave together all of these factors allows us to create great, balanced facilities appreciated by skaters and neighbors alike.

e-mail: tim@comworksdg.com

<http://www.comworksdg.com>

A winning component of our Design Team is our partnership with California Skateparks. Renowned for their unmatched nationwide expertise in skate park construction, California Skateparks offers design review at preliminary and construction document phases. This review allows for unbiased accountability in our skate facility design, as their dedicated skateboarding professionals work out the kinks in terms of element connectivity, overall skating flow, and feasibility of construction. During construction, California Skateparks employs master craftsmen who are meticulously trained in near-perfect transition curves and skate-able surface finishes. Recently, our design/build teamwork with California Skateparks has resulted in our latest skate facility, Harada Skate Park, being given the honor of placement on the widely acclaimed *socalskateparks.com* Top 20 Skate Parks List. We invite you to contact Cheryl Russell, Administrative Manager, and Ross Johnson, Parks Supervisor with Jurupa Community Services District, at (951) 685-7434, to learn more about the three successful skate facilities we have designed within their parks system.

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Please do not hesitate to contact us if you have any questions.

Sincerely,

COMMUNITY WORKS DESIGN GROUP



Timothy I. Maloney, ASLA
President
Landscape Architect #2110



Scott J. Rice, ASLA
Project Manager
Landscape Architect #5111

cc: Cheryl Russell, Ross Johnson - Jurupa Community Services District
Joe Ciaglia - California Skateparks