



Staff Report

TO: City Council
FROM: Doug Story, Community Services Director
DATE: March 21, 2023
SUBJECT: Award a Professional Services Agreement to RHA Landscape Architects for a Parks and Community Services Master Plan in an Amount Not to Exceed \$249,980 – Capital Improvement Project (CIP) No. P-17

Description Strategic Plan (*Draft*) – Priority Level 2, Target 5, Goal 3

Background and Analysis:

The Community Services Department is pleased to provide our growing community with quality facilities and new parks and playgrounds; providing places to exercise, create, play or simply relax. With the mission to enhance the community, through people, parks and programs, it was determined that the City is in need of a master plan to address the long-term needs of current parks and goals for new parks, recreation, and open spaces.

The objectives of the plan include identifying the needs of the community, providing a citywide vision for park and recreation facilities, establishing priorities for implementation, and developing a strategic direction for future improvements and a funding strategy.

In accordance with Beaumont Municipal Code Chapter 3.02.040, which guides the competitive procurement process for Professional Services, a Request for Proposal (RFP) was developed and released on January 19, 2023, and bids were opened on February 22, 2023. Two bids were received and deemed responsive:

RHA Landscape Architects-Planners (RHA) - \$249,980
Berry Dunn - \$231,738

Although the City received only two bids, the RFP was viewed and/or downloaded by 47 individual firms. Staff reviewed the bid submittals and presented them to the RFP subcommittee for discussion on March 15, 2023, with a recommendation to approve a Professional Services Agreement with RHA Landscape Architects-Planners (RHA).

One of the key deciding factors in proposing RHA was a comparison in the amount of hours dedicated to the Parks Master Plan process. The two firms were significantly different in the amount of time allocated to implement the proposed plan with RHA committing 1,676 hours and Berry Dunn committing 665 hours to complete the master plan process. After reviewing both proposals, staff believes the amount of time spent for analysis and community engagement will produce the type of product intended.

RHA Landscape Architects-Planners proposes a 12-18 month project which will generally entail three phases: 1) completion of a site inventory and analysis and program/needs assessment; b) community and stakeholder engagement; and c) development of a series of Master Plan recommendations and documents.

Fiscal Impact:

Staff estimates the cost to prepare this report to be \$340.

Funding for this project is allocated through the five-year Capital Improvement Plan (CIP) Fiscal Year 2023-2027. Project No. P-17 has designated \$250,000 for development of a Parks and Community Services Master Plan.

P-17 Parks and Community Services Master Plan Accounting Summary				
Funding Summary				
Funding Year	Funding Source		Amount	
22/23	General Fund		\$250,000	
Total Project Funding =			\$250,000	
Budget Summary				
Project Component	Budget	Encumbered	Paid to Date	Remaining Budget
Project Management	\$150,000	\$0	\$0	\$0
Preliminary Services	\$0	\$0	\$0	\$0
Environmental	\$0	\$0	\$0	\$0
Design	\$100,000	\$0	\$0	\$0
Construction	\$0	\$0	\$0	\$0
Construction				
Management	\$0	\$0	\$0	\$0
Permits	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0
Project Summary Totals	\$250,000	(\$0)	(\$0)	\$250,000

Recommended Action:

Authorize the Mayor to execute a Professional Services Agreement with RHA Landscape Architects-Planners, and

Approve a Purchase Order in an amount not to exceed \$249,980 allocated to CIP No. P-17.

Attachments:

- A. RHA Landscape Architects Proposal
- B. RHA Fee Proposal
- C. Professional Services Agreement