



## Staff Report

**TO:** City Council  
**FROM:** Doug Story, Community Services Director  
**DATE** June 18, 2024  
**SUBJECT:** Approve a First Amendment to the Professional Services Agreement with PlaceWorks to Provide Additional Construction Administration Services for Phase 1 of the Stewart Park Improvement Project in the amount of \$154,235, and authorize the City Manager to ap

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**Description** Amend the agreement for landscape and architecture services to include construction administration for the construction of Stewart Park Phase 1 Improvements.

### **Background and Analysis:**

City Council approved a Professional Services Agreement with PlaceWorks on April 5, 2022, to provide landscape architect services for the design of Stewart Park. This process included the community outreach, conceptual design, and all construction design documents and construction administration of the Stewart Park Project.

In March of 2024 PlaceWorks submitted the complete design plans and documents for the project. The firm also assisted in the development of the Request for Bids (RFB). Now that the project is preparing to enter the construction phase, the services of PlaceWorks are still needed to address the construction administration.

The scope of work (Attachment A) includes additional meetings with contractors and city staff as well as coordination for all Requests for Information (RFI), confirmation of material submittals and responses, supplemental information as needed for construction. Site visits will be incorporated into the scope so that the design team can be on site to verify adherence to the plans and design. These site visits will be in addition to the required inspections from City staff and inspectors required for permits and sign offs of progress. PlaceWorks will also be responsible for submitting a draft final punch list to ensure all materials and designs are installed per plan.

The above-mentioned services will be provided throughout the entire construction process for phase 1.

### **Fiscal Impact:**

The additional amount of \$154,235 is needed to include construction administration services for Stewart Park. Funding for this contract has been allocated in the five-year Capital Improvement Plan (CIP) for Fiscal Year 2023-2027.

<b>P-10 Stewart Park Improvement Project Accounting Summary</b>				
<b>Funding Summary</b>				
<b>Funding Year</b>	<b>Funding Source</b>		<b>Amount</b>	
20/21	CFD		\$2,250,000	
20/21	GENERAL FUND		\$4,750,000	
22/23	Community Park DIF		\$2,524,853	
23/24	Community Park DIF		\$1,082,000	
23/24	CFD		\$969,155	
23/24	GENERAL FUND		\$2,000,000	
<b>Total Project Funding =</b>			<b>\$13,576,008</b>	
<b>Budget Summary</b>				
<b>Project Component</b>	<b>Budget</b>	<b>Encumbered</b>	<b>Paid to Date</b>	<b>Remaining Budget</b>
Project Management	\$0	\$0	\$0	\$0
Preliminary Services	\$6,415	(\$6,415)	(\$4,515)	\$0
Environmental	\$0	\$0	\$0	\$0
Design	\$697,886	(\$697,886)	(\$658,187)	\$0
Construction	\$12,610,562	\$0	\$0	\$12,610,562
Construction Management	\$254,237	\$0	\$0	\$254,237
Permits	\$1,459	(\$1,459)	(\$1,459)	\$0
Equipment	\$5,449	(\$5,449)	(\$5,449)	\$0
<b>Project Summary Totals</b>	<b>\$13,576,008</b>	<b>(\$711,209)</b>	<b>(\$669,610)</b>	<b>\$12,864,799</b>

The cost to prepare this staff report is estimated to be \$380.

**Recommended Action:**

Approve a First Amendment to the Professional Services Agreement with PlaceWorks to Provide Additional Construction Administration Services for Phase 1 of the Stewart Park Improvement Project in the amount of \$154,235, and authorize the City Manager to ap

**Attachments:**

- A. Scope of Work
- B. Amendment to the Professional Services Agreement
- C. Original Professional Services Agreement
- D. Levine Act Statement Form