



# CITY COUNCIL AGENDA REPORT

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MEETING DATE: MARCH 17, 2015

ITEM NUMBER: **NB-1**

**SUBJECT: PROFESSIONAL SERVICES AGREEMENT FOR THE UPDATE OF THE OPEN SPACE MASTER PLAN OF PARKS AND RECREATION**

**DATE: MARCH 5, 2015**

**FROM: PUBLIC SERVICES DEPARTMENT**

**PRESENTATION BY: ERNESTO MUNOZ, PUBLIC SERVICES DIRECTOR**

**FOR FURTHER INFORMATION CONTACT: FARIBA FAZELI, CITY ENGINEER, (714) 754-5378**

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## **RECOMMENDATION:**

1. Award a contract to RJM Design Group, 31591 Camino Capistrano, San Juan Capistrano, CA 92675 in the amount of \$161,270.00 for professional services for the update of the Open Space Master Plan of Parks and Recreation.
2. Authorize the Mayor and the City Clerk to execute the Professional Services Agreement (Attachment 1).
3. Provide Direction to Staff as to the Status of the Fairview Park Citizens Advisory Committee.

## **BACKGROUND:**

The City's Open Space Master Plan of Parks and Recreation was adopted by the City Council in 1996 and an update was approved on January 21, 2003. The Master Plan is a guide for the orderly development and management of the City's recreation facilities and programs.

## **ANALYSIS:**

In coordination with staff from various departments in the City, a scope of work for the update of the City's Open Space Master Plan of Parks and Recreation was developed, and a Request for Proposals (RFP) was issued to qualified consultants. The scope of work under this contract requires that the selected consultant complete the following:

- Conduct various public community meetings, focus groups and stakeholder interviews to receive public input on recreational needs.
- Attend various commission and council meetings.
- Perform a city-wide community needs assessment.
- Compile an inventory of existing services and facilities.
- Rank and prioritize demand and opportunities.
- Analyze existing programs and services.
- Incorporate the Fairview Park Master Plan, TeWinkle Park Master Plan and Brentwood Master Plan into the updated Open Space Master Plan.
- Develop and finalize an updated Master Plan document.

In response to the City's RFP, four proposals were received on November 6, 2014. A panel of City staff has carefully reviewed the proposals and found that RJM Design Group is well qualified

to perform the required professional services. Proposals were reviewed for compliance with the City's Request for Proposals; project understanding and scope of work; related experience; experience of project team; and associated issues. During the evaluation process, RJM Design Group presented their firm as having a thorough understanding of the project; and demonstrated substantial experience and technical ability to perform the outlined scope of work. RJM Design Group also prepared the Master Plan update in 2003. They have indicated that a total of twelve months is required to complete the work.

In view of the possible award of a contract for the update of the Open Space Master Plan of Parks and Recreation which includes tasks related to community surveys and public workshops to determine current demand for recreation facilities and programs, it is recommended to consider if the work of the Fairview Park Citizens Advisory Committee is premature to proceed without having the results of the community survey. In addition, since the only items left to be considered by the Committee are the possible addition of athletic facilities in the southeast quadrant of Fairview Park, the Committee's overall task is essentially completed and the remaining items, which are also being considered in the scope of work of the Master Plan update, may be a duplication of effort.

**ALTERNATIVES CONSIDERED:**

An alternative to this Council action would be to not award a professional services contract for the stated project and provide further direction to staff.

**FISCAL REVIEW:**

Funding for the Open Space Master Plan Update is included in the 2014-2015 Capital Improvement Fund budget.

**LEGAL REVIEW:**

The City Attorney has reviewed and approved the Professional Services Agreement as to content and form.

**CONCLUSION:**

It is recommended that the City Council award the design services contract to RJM Design Group in the amount of \$161,270.00 for professional services for the update of the Open Space Master Plan of Parks and Recreation; and provide direction to staff as to the status of the Fairview Park Citizens Advisory Committee.

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**ERNESTO MUNOZ**  
Public Services Director

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**FARIBA FAZELI**  
City Engineer

ATTACHMENT: 1- [Professional Service Agreement](#)

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City Attorney  
Parks Project Manager  
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