



# Agenda Report

**MEETING DATE:** Tuesday, August 24, 2021

**TO:** City Council

**FROM:** PARKS & COMMUNITY SERVICES DIRECTOR CALUBAQUIB

**SUBJECT:** CONTRACT WITH GRIFFIN STRUCTURES FOR PROJECT  
MANAGEMENT SERVICES FOR RAMSAY PARK MASTER PLAN  
IMPLEMENTATION IN AN AMOUNT NOT EXCEED \$150,000

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## STATEMENT OF ISSUES:

Project management services are needed for this project. Funding for these services are included in the adopted Fiscal Year 2021-22 Capital Improvement Program.

## RECOMMENDED ACTION:

It is recommended that the Council adopt a resolution approving a contract with Griffin Structures for project management services for implementation of the Ramsay Park Master Plan (Ramsay Park Improvement Project) in an amount not to exceed \$150,000; and authorizing and directing the City Manager to execute the same.

## DISCUSSION:

In May 2019, the City released a Request for Qualifications (RFQ) for On-Call Construction and Project Management Services. The City received responses from several firms. Qualified firms were added to a list of approved on-call project management firms.

On July 6, 2021, the Council adopted a resolution awarding a contract to Verde Design, Inc., in the amount of \$1,553,182, for the architectural design of Sotomayor Soccer Field, an inclusive playground, dog park, multi-use field and picnic areas at Ramsay Park.

In July 2021, staff contacted firms with relevant experience regarding this project, using the list of approved on-call project management firms. Staff interviewed and received proposals from three of the firms:

Firm Name	Amount	Local Office Location
Griffin Structures	\$150,000	Santa Clara, CA
CSG Consultants	\$162,800	San Jose, CA
Felice Consulting Services	\$85,203	Hollister, CA

Staff recommends that the Council approve a contract with Griffin Structures. Griffin served as the Project Management consultant firm for the design and construction of the Watsonville

Civic Plaza and Parking Garage and has extensive experience in providing project and construction management services for parks, sports complexes and recreation facilities throughout the State, including for the Cities of Buena Park, Fullerton, Newport Beach and more.

For this project, Griffin will provide Program and Pre-Design Management (defining the scope, communications, schedule development, budgetary control) and Design Management (fidelity of budget, schedule, design documents; value engineering and quality control), as set forth in the contract. Project management services will be provided up through the production of construction bid documents. At that point, staff will evaluate if either continued project management or construction management services are needed from Griffin and if so, will return to the Council to recommend approval of a contract amendment for either or both of these services.

**STRATEGIC PLAN:**

This recommendation is consistent with a number of Council Strategic Goals, such as 03-Infrastructure & Environment, for replacing aging park infrastructure and improving the environment and 05-Community Engagement & Well-Being, for enhancing recreational and exercise opportunities.

**FINANCIAL IMPACT:**

Funding for these project management services are included in the adopted Fiscal Year 2021-22 Capital Improvement Plan (CIP) budget. The cost of this contract is not to exceed \$150,000, of which \$100,000 will be charged to account 0150-901-7361-14923 for Fiscal Year 2021-22, with the remaining \$50,000 being charged the following Fiscal Year.

**ALTERNATIVE ACTION:**

The Council could elect to not approve this contract.

**ATTACHMENTS AND/OR REFERENCES (If any):**

None.