



**PURCHASING ITEM
FOR
COUNCIL AGENDA
Memo No. CP18-115**

1. Agenda Item Number:
29

2. Council Meeting Date:
January 25, 2018

TO: MAYOR & CITY COUNCIL

3. Date Prepared: January 8, 2018

THROUGH: CITY MANAGER

4. Requesting Department: Community Services

5. SUBJECT: Project Agreement with Environmental Planning Group, LLC, for Mountain View Park Improvements Design Services

6. RECOMMENDATION: Staff recommends City Council award Project Agreement No. PR1808.201 to Environmental Planning Group, LLC, for Mountain View Park Improvements design services, pursuant to Annual Design Services Contract No. EN1512.101, in an amount not to exceed \$36,020.

7. BACKGROUND/DISCUSSION: Originally developed in 1986, Mountain View Park is a 19-acre neighborhood park located at 575 S. Twelve Oaks Boulevard, between McClintock and Kyrene Roads south of Chandler Boulevard.

This project agreement includes the design of improvements to the park, including drainage and walkway reconfiguration, lighting upgrades, Americans with Disabilities Act (ADA) accessibility enhancements, and modification of the existing ramada to allow a more efficient use of space.

The scope of work consists of surveying, utility coordination, landscape design, civil engineering, electrical engineering and bid assistance. The contract completion time is 120 calendar days following Notice to Proceed.

8. EVALUATION: The City's selection process was conducted in accordance with City policies and procedures and state law for Professional Services. This project is being performed by Environmental Planning Group, LLC, under Annual Design Services Contract No. EN1512.101. The costs proposed for this project have been evaluated by staff and are determined to be reasonable.

9. FINANCIAL IMPLICATIONS:

Fund Source:

<u>Account No.:</u>	<u>Fund Name:</u>	<u>Program Name:</u>	<u>CIP Funded:</u>	<u>Amount:</u>
401.4580.6611.0000.6PR049	General Government Capital Projects	Existing Neighborhood Park Improvements	Yes	\$36,020

10. PROPOSED MOTION: Move City Council award Project Agreement No. PR1808.201 to Environmental Planning Group, LLC, for Mountain View Park Improvements design services, pursuant to Annual Design Services Contract No. EN1512.101, in an amount not to exceed \$36,020.

ATTACHMENTS: Location Map, Project Agreement

APPROVALS

11. Requesting Department

Mickey Ohland, Community Services Planning Manager

13. Department Head

Brenda Brown, Community Services Director

12. Public Works & Utilities

Andrew Goh, Capital Projects Manager

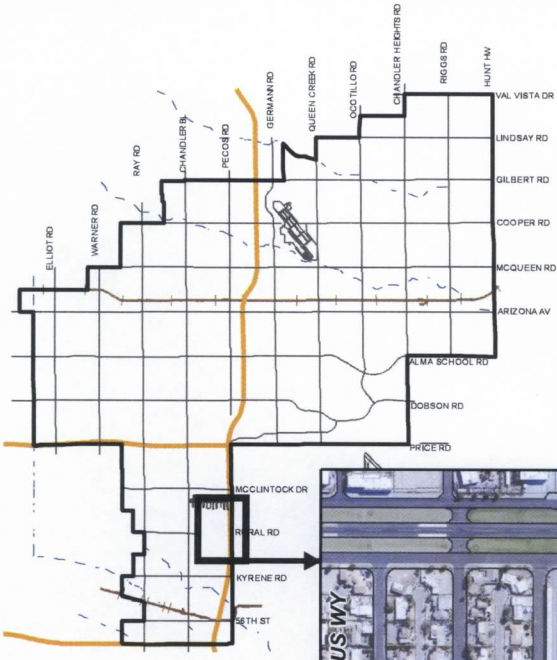
14. City Manager

Marsha Reed, City Manager



Chandler + Arizona

MOUNTAIN VIEW PARK IMPROVEMENTS PROJECT NO. PR1808.201



MEMO NO. CP18-115



PROJECT SITE



**PROJECT AGREEMENT
PURSUANT TO ANNUAL CONTRACT NO. EN1512.101**

PROJECT AGREEMENT NO: PR1808.201

This PROJECT AGREEMENT is made this day of 2018, by and between the City of Chandler, a municipal corporation (hereinafter referred to as "CITY") and Environmental Planning Group, LLC, a limited liability company of Delaware, doing business in the State of Arizona (hereinafter referred to as "Annual Consultant") and is a project agreement entered into pursuant to Annual Contract No. EN1512.101.

CITY and Environmental Planning Group, LLC, in consideration of the mutual covenants herein set forth, agree as follows:

ARTICLE 1 - DESCRIPTION OF WORK:

This project is **MOUNTAIN VIEW PARK IMPROVEMENTS**, Project Number **PR1808.201**. The scope of work consists of assisting the City in the development of park improvements and upgrades to the existing conditions of Mountain View Park, including ADA accessibility, reconfiguring the grading and walkway at a low spot to allow drainage, lighting upgrades, and the modification of the Ramada to allow more efficient use of the associated space, all as more particularly set forth in Exhibit A attached hereto and incorporated herein by reference.

The Annual Consultant shall not accept any change of scope, or change in contract provisions, unless issued in writing, as a contract amendment and signed by the Contract Administrator.

ARTICLE 2 - CONTRACT PRICE:

CITY shall pay Annual Consultant for completion of the Work in accordance with the Contract Documents a fee not to exceed Thirty Six Thousand Twenty Dollars (\$36,020) determined and payable as set forth in Annual Contract EN1512.101 and Exhibit B attached hereto and made a part hereof by reference.

ARTICLE 3 - CONTRACT TIME:

The contract time is one hundred twenty calendar days and Annual Consultant agrees to complete all work within One Hundred Twenty (120) calendar days of the date CITY issues a Notice to Proceed.

ARTICLE 4 - GENERAL:

This Project Agreement is entered into pursuant to Annual Contract No. EN1512.101 and the terms and conditions contained therein are incorporated herein by reference as if set forth in full.

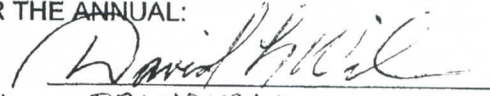
IN WITNESS WHEREOF, the parties hereto have executed this Project Agreement on the day and year first written above.

This Project Agreement will be effective on this _____ day of _____, 2018.

CITY OF CHANDLER

FOR THE ANNUAL:

MAYOR DATE:

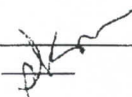
By: 
Title: PRINCIPAL

ADDRESS FOR NOTICE
City of Chandler
P.O. Box 4008, Mail Stop 407
Chandler, AZ 85244-4008
480-782-3307

ADDRESS FOR NOTICE
Mr. Dave Wilson
Environmental Planning Group, LLC
4141 N. 32nd St., Ste. 102
Phoenix, AZ 85018

APPROVED AS TO FORM:

Phone: 602-956-4370

City Attorney By: 
ATTEST:

City Clerk

EXHIBIT A SCOPE OF WORK

ANNUAL CONSULTANT shall perform the following project tasks:

TASK 1.0 Site Evaluation and Prioritization

1.1 Base Data Collection: The City will provide available record drawings and other pertinent documents if available. ANNUAL CONSULTANT will review these materials and use this information to evaluate the level of addition detailed field data that may be needed for the development of improvement plans. The need for site survey of grades and or utility location will be evaluated.

1.2 Initial Programming: ANNUAL CONSULTANT will evaluate the preliminary items discussed during the preliminary scoping meeting, review the as-builts and available aerial imagery, and define the proposed improvements program for further evaluation and cost estimating.

1.3 Conceptual Improvement Evaluations: ANNUAL CONSULTANT will evaluate the proposed program and develop a Site Evaluation Report to document the proposed improvements and their anticipated construction costs, define the general needs for improvement for the various areas and/or features of the site. The purpose of this task is to develop enough detail that the size of an area and the details or materials needed to implement an improvement can be sufficiently defined with associated costs.

1.4 Specialty Site Observations: ANNUAL CONSULTANT will coordinate a site visit with appropriate City staff, and other design disciplines such as structural, electrical or civil engineering to review the proposed improvements, associated specialty requirements, and receive additional input from City staff regarding existing conditions and project needs. Representative from the required disciplines will review work specific to the identified program in the field with City staff to identify if there are associated system components that will need to be addressed as a part of the improvements. These specialized discipline's will be able to identify the specialty items that may be needed and incorporate the comprehensive design and costs into the improvement evaluation.

1.5 Initial cost evaluation: Using the materials and concepts identified above the design team will begin to assign preliminary cost evaluations to the various improvements being suggested. A budget projection will be assigned to each item identified. These costs will be very preliminary due to the limited data and detailing available. The team will project costs for both the anticipated design effort combined with the possible construction costs. A summary spread sheet will be prepared listing all recommended improvements the anticipated cost and a total cost for the combined improvements. This cost evaluation will be organized in conjunction with the list of recommended improvements and submitted to the City for their review.

1.6 Implementation prioritization review: A meeting will be scheduled with City staff to review the suggested improvements and their associated costs. Collectively the design team and the City will evaluate the options and costs for addressing the site improvements. During this meeting, it is expected that alternatives for the improvements may be suggested and the associated costs may be reevaluated. The team will look for direction from the City with regard to the prioritization of which improvements are considered the most appropriate for the upgrade of the park. The priorities

will be established and the costs will be tallied to determine what can be done within the overall project budget.

1.7 Design scope refinement: Following the identification of the preferred improvements the design team will refine the scope of services needed for the specific data collected and the anticipated design of the recommended improvements. If other sub consultants are needed for the development of plans associated with the desired improvements the level of effort required by those subs will be incorporated into a revised scope and fee estimate. Once defined the revised scope and fee for the development of the detailed construction documents will be presented to the City for approval.

TASK 2.0 Construction Document Development

2.1 Collect survey data: A survey subconsultant to ANNUAL CONSULTANT will collect and prepare base mapping data for designated areas of the site using field survey in accordance their prepared scope of services. Deliverables will include a topographic survey tied to the City of Chandler horizontal (NAD 83) and vertical (NGVD '88) datums. The subconsultant will submit the deliverables to ANNUAL CONSULTANT who will provide a copy to the City of Chandler in electronic format for record.

2.2 Prepare Base Sheet: ANNUAL CONSULTANT will develop a CAD base sheet for use by the team in AutoCAD 2017 format from the provided site survey. No deliverables to the City are anticipated as part of this task.

2.3 Develop Layout & Materials Plans: ANNUAL CONSULTANT will prepare plans and detail sheets for the layout and proposed site related improvements identified in the site evaluation report and confirmed during the prioritization review meeting by the City.

2.4 Develop Irrigation Plans: ANNUAL CONSULTANT will prepare plans and detail sheets for irrigation design for areas identified in the site evaluation report and confirmed during the prioritization review meeting by the City.

2.5 Develop Site Grading Plans: ANNUAL CONSULTANT will prepare plans and detail sheets for grading design for the areas identified in the site evaluation report and confirmed during the prioritization review meeting by the City. A focus will be to provide accessibility, improved safety, and improve the known drainage issue on the sidewalk south of the basketball courts. The level of improvements related to grading adjustments will be evaluated with the budget limitations, perhaps not all of the areas that could benefit from improvements will be able to be addressed.

2.6 Develop General Construction Notes: ANNUAL CONSULTANT will prepare general construction notes and include them on a sheet to correspond with the plan and detail drawings associated with this work. This scope anticipates a set of technical specifications will not be required.

2.7 Refine Cost Evaluation: ANNUAL CONSULTANT will evaluate and refine the opinion of probable costs developed during the site evaluation tasks and provide updated opinion-of-probable cost information with the deliverables.

2.8 95% Submittal: ANNUAL CONSULTANT will ANNUAL CONSULTANT will prepare the plans and cost estimate for first City review at the 95% level of design.

2.9 Coordination Meeting and Reviews: The scope of work anticipates ANNUAL CONSULTANT will attend a coordination meeting with the City to review and discuss the comments from the City regarding the 95% submittal. ANNUAL CONSULTANT anticipates the outcome of the meeting will provide ANNUAL CONSULTANT with clear consensus regarding the approach to address any clarifications identified for final mylar submittal of the deliverables.

2.10 Mylar Submittal: ANNUAL CONSULTANT will make up to one (1) set of revisions to the deliverables to address City generated comments and resubmit final plans for procurement of construction services by the City.

Project Schedule

A preliminary project schedule is provided with the proposal indicating a 5 month project duration from notice-to-proceed. ANNUAL CONSULTANT will maintain the project schedule in coordination with the project manager and City of Chandler Parks Department.

Project Assumptions

- This scope and fee proposal assumes the City is responsible for submittal fees, permit fees, and required coordination with other departments outside of Parks within the City.
- Any major revisions to plans due to revised property limits or project scope-of-work, or other changes requested by the City will be considered additional services.
- The following items are excluded from this proposal:
 - Site, Plant Inventory and Salvage Plans.
 - The horizontal control, grading, and detailing of landscape areas, walls, signage, monuments, lighting, water features, and other site amenities not otherwise indicated in this scope-of-work.
 - Construction administration services
 - Soils reports and materials testing.
 - LEED credit verification, analysis, reports, or other requirements for commissioning.
- Attendance or participation in agency, city council, or other similar meetings, or any other additional meetings beyond those specifically indicated within the scope of work, are not included within our scope of work; however, ANNUAL CONSULTANT is available to attend or participate in such meetings upon approval of additional service fees.
- Any services outside the scope of work specifically identified above, including construction administration services, will be additional services and will be billed hourly at ANNUAL CONSULTANT's approved rates. ANNUAL CONSULTANT will receive authorization in writing prior to proceeding with additional work.

EXHIBIT B FEE SCHEDULE

CONTRACT TASK/PHASE	Sr. Project Manager	Sr. Landscape Architect	Project Landscape Architect	Project Landscape Architect	Landscape Architect	Landscape Designer 2	Landscape Designer 1	Admin 1	Admin 1	Admin 2	TOTAL Labor Hours	TOTAL EPG FEES	Subconsultant	TOTAL FEES
Direct Labor Rates	\$54.47	\$49.52	\$33.67	\$32.96	\$26.78	\$24.72	\$18.54	\$19.81	\$25.75	\$35.66				
Bill Rates	\$185.00	\$125.00	\$95.00	\$95.00	\$85.00	\$75.00	\$65.00	\$75.00	\$75.00	\$110.00				
Task 1.0 - Site Evaluation and Prioritization														
1.1 Base Data Collection		1					3				4	\$320.00	\$0.00	\$320.00
1.2 Initial Programming	1	1						2			4	\$460.00	\$0.00	\$460.00
1.3 Conceptual Improvement Evaluations	2	8					16	2			28	\$2,560.00	\$0.00	\$2,560.00
1.4 Specialty Site Observations		2			6		6				14	\$1,150.00	\$0.00	\$1,150.00
1.5 Initial Cost Evaluation	1	2					6	1			10	\$900.00	\$0.00	\$900.00
1.6 Implementation Prioritization Review		3			3						6	\$630.00	\$0.00	\$630.00
1.7 Design Scope Refinement	1	2						1			4	\$510.00	\$0.00	\$510.00
Labor Subtotal	5	19	0	0	9	0	31	6	0	0	70	\$6,530.00	\$0.00	\$6,530.00
Expenses												\$0.00	\$0.00	\$0.00
Task 1 Subtotal												\$6,530.00	\$0.00	\$6,580.00
Task 2.0 - Construction Document Development														
2.1 Collect Survey Data		1									1	\$125.00	\$0.00	\$125.00
2.2 Prepare Base Sheet		1			2		6				9	\$685.00	\$0.00	\$685.00
2.3 Develop Layout & Materials Plan	1	6			4		16				27	\$2,315.00	\$0.00	\$2,315.00
2.4 Develop Irrigation Plan		1			4						5	\$465.00	\$0.00	\$465.00
2.5 Develop Site Grading Plan	1	4									5	\$685.00	\$0.00	\$685.00
2.6 Prepare General Construction Notes		1					2		1		4	\$330.00	\$0.00	\$330.00
2.7 Refine Cost Evaluation		2					4				6	\$510.00	\$0.00	\$510.00
2.8 Coordination Meeting and Reviews	3	3									6	\$930.00	\$0.00	\$930.00
2.9 Revise and Provide Final Documents	1	2			4		8				15	\$1,295.00	\$0.00	\$1,295.00
Labor Subtotal	6	21	0	0	14	0	36	0	1	0	78	\$7,340.00	\$0.00	\$7,340.00
Expenses												\$0.00	\$0.00	\$100.00
Task 3 Subtotal												\$7,340.00	\$0.00	\$7,440.00
SUB-TOTAL LABOR	11	40	0	0	23	0	67	6	1	0	148	\$13,870.00	\$0.00	\$13,870.00
SUB-TOTAL EXPENSES												\$0.00	\$0.00	\$150.00
TOTAL												\$13,870.00	\$0.00	\$14,020.00
Consultant Costs													Consultant Fee	Total Consultant Fee
Site and Topographic Survey (Allowance)													\$ 7,000.00	\$ 7,000.00
Civil Engineering (Allowance)													\$ 3,000.00	\$ 3,000.00
Electrical Engineering Design (Allowance)													\$ 7,000.00	\$ 7,000.00
Structural Engineering (Allowance)													\$ 3,000.00	\$ 3,000.00
Owners Allowance													\$ 2,000.00	\$ 2,000.00
Total Consultant Costs													\$ 22,000.00	\$ 22,000.00
TOTAL DESIGN FEE WITH ALLOWANCES														\$36,020.00