



**CITY OF MONROVIA
COMMUNITY SERVICES COMMISSION
AGENDA REPORT**

DEPARTMENT: Community Services

MEETING DATE: April 13, 2021

PREPARED BY: Tina Cherry, Director

AGENDA LOCATION: AR-1

TITLE: Receive a Report from the Selection Committee and Recommend to City Council an Agreement with a Consultant for Professional Design Services to complete the Design of the Lucinda Garcia Park Improvement Project

DISCUSSION: In August 2019, the City of Monrovia submitted a competitive grant application through Proposition 68, the Statewide Park Development and Community Revitalization Program, for park improvements and expansion at Lucinda Garcia Park. As part of the application process, the City hosted extensive community outreach to determine the need and neighborhood feedback for possible renovations and additions of various recreation features within Lucinda Garcia Park. In total, the City held eight (8) different outreach events, in various settings that ultimately informed the requests set forth in the grant application, including; exercise equipment, expanded park open space, playground equipment, an interpretive walking path, and historic signage.

In February of 2020, the City of Monrovia was notified of our project selection and the award of \$675,000 from the Statewide Program.

Following the grant award, City representatives contacted the office of L.A. County Supervisor Kathryn Barger and submitted a request for funding to support the project. As a result, Supervisor Barger agreed to utilize excess funds from Los Angeles County's Regional Park and Open Space District to appropriate \$300,000 towards needed improvements and expanded open space at Lucinda Garcia Park. In addition, the City has received \$25,000 from the Conference of Mayors Grant Program for fitness equipment at the neighborhood Park.

Lucinda Garcia Park is a quaint neighborhood park offering picnic tables, barbecues, drinking fountains, a walking trail loop around the park, and playground equipment. The Park is uniquely orientated in the middle of a residential street. The site was once the location of the Historic Red Car; which explains the wide street and greenway. The Park is heavily shaded with mature trees and well-loved by the community.

This proposed project will expand and improve the Lucinda Garcia Park. The Park expansion, at the western boundary, will add approximately $\frac{1}{4}$ acre to the overall park space. The planned improvements to the park include:

- *Construction of two new playgrounds (with lighting, fencing, and picnic tables)*
- *Installation of five exercise fitness stations*
- *Construction of two demonstration gardens with interpretive signage*
- *Improved walkway with enhanced lighting and distance markers*
- *Interpretive signage about Lucinda Garcia and the history of the Red Car*
- *Addition of a bike rack with a fixit station and new bottle fill drinking stations*

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A Selection Committee was formed to provide feedback on the overall process and to participate in the proposal review. The Selection Committee comprised of the Community Services Commission Chair Villegas, Commissioner Leos, Commissioner Mills, and City Staff.

On February 16, 2021 the City issued a Request of Proposals (RFP) for Professional Design Services for the Lucinda Garcia Park Improvement Project. The RFP include information about the City, the Community Services Department, and the proposed project. It further clarified the submittal requirements, the proposed timelines, the State grant requirements, and the criteria use to evaluate the proposals.

The stated criteria include the following:

- *Completeness of the Response*
- *Qualifications and Experience*
- *Cost Control and Budget Management*
- *Experience with Grant Funded Projects*
- *References Including similar work completed in the last five years*
- *Overall Presentation and "fit"*

Staff received fifteen (15) proposals by the submittal deadline of March 25, 2021 at 5:00 pm. The Selection Committee reviewed the proposals and invited the top five firms to an interview. The selected firms included:

- *Architerra Design Group*
- *Community Works Design Group*
- *David Volz Design*
- *Five Point Design*
- *RHA Landscape Architects*

Due to various schedule conflicts, not all firms were interviewed at the time of the agenda posting. Final interviews will occur on Monday, April 12, 2021 and a supplemental report will be provided to the Community Services Commission at their Tuesday, April 13, 2021 meeting.

Following a recommendation by the Community Services Commission, Staff will prepare a presentation for the City Councils consideration at their April 20, 2021 meeting.

Assuming a firm is selected by the Commission and a contract is awarded to a firm by the City Council, the following timeline has been proposed:

- *Project Kick Off - May 1, 2021*
- *65% Plans, Specifications, and Cost Estimates – August 2021*
- *Refined Concept Design through Community Based Planning and input by the Community Services Commission – August 2021*
- *95% Plans, Specifications, and Cost Estimates – September 2021*
- *Final Plans, Specifications, and Cost Estimates – October 2021*

FISCAL IMPACT: Funding for the construction drawing has been included in the overall project budget and is an eligible grant expense.

RECOMMENDATION: Staff recommends the Community Services Commission recommend to the City Council an agreement for professional design services related to the Lucinda Garcia Park Improvement Project with the consultant identified by the Selection Committee following review of the finalists, as presented to the Commission at this meeting.

COMMISSION ACTION REQUIRED: If the Board concurs, the appropriate action would be to recommend to the City Council an Agreement for professional design services related to the Lucinda Garcia Park Improvement Project with the consultant identified by the Selection Committee.