



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

DEPARTMENT: Community Services

MEETING DATE: January 9, 2024

PREPARED BY: Tina Cherry, Director

AGENDA LOCATION: AR-2

TITLE: Consultant Services Agreement with Perkins Eastman Architects DPC, for Professional Design Services Related to the Monrovia Community Center Renovation Project in an Amount Not to Exceed \$1,878,000 and Approve a Contingency in an Amount Not to Exceed \$187,800

OBJECTIVE: To recommend to City Council approval of an agreement with Perkins Eastman Architects DPC (Perkins Eastman), for the professional design of plans, specifications, and construction estimates for the Monrovia Community Center Renovation Project

BACKGROUND: The Monrovia Community Center Renovation Project is part of the 5 Year Capital Improvement Program (CIP) adopted by the City. The full scope of this project as described in the CIP includes site planning, civil engineering, preparation of plans and specifications, construction cost estimates, and actual construction for the renovation project. The renovation project is expected to cost approximately \$20,000,000. Since 2016, the City has undertaken significant community engagement and outreach, which has guided planning efforts to date. The City has several design concepts, renderings and plans for renovation of the Community Center and the City is now prepared to engage with a firm to prepare the plans, final specifications and construction estimates for the project.

On August 31, 2023, the City issued a Request for Proposals (RFP) from qualified firms to complete the project design. The City received twenty-two (22) proposals from qualified firms and a Selection Committee of staff from multiple departments, including the City Manager’s Office, Community Services, and Public Works, reviewed each proposal in depth. The assessment included review of qualifications, project team overview, references from similar projects, proposed timeline, and a project fee schedule. Based on this review, the Selection Committee chose three (3) firms, which best addressed the City’s desired needs and goals for this project, to participate in interviews with the Committee on December 5, 2023. All three firms were given 45-minutes for a presentation, with 15-minutes for questions and answers.

The Selection Committee met with the following firms:

FIRM	PROPOSED FEES	LOCATION	YEARS OF SERVICE
Dahlin	\$1,760,300	Irvine	46 Years
GGA	\$1,455,149	Pasadena	43 Years
Perkins Eastman	\$1,878,000	Costa Mesa	42 Years

Each of the firms provided exceptional presentations and are well qualified to meet the needs of the project. The Selection Committee unanimously chose Perkins Eastman as the firm for this project as the Committee felt this group best understood the City's needs at this time.

ANALYSIS: Perkins Eastman has been a leader in the planning, programming, and design of specialized public buildings, including many parks and recreation spaces. Perkins Eastman has extensive experience and knowledge of zoning, codes, and development challenges and has demonstrated their expertise in creating solutions for many diverse communities and organizations. Perkins Eastman has completed a variety of small and large-scale municipal projects and specifically 16 stand-alone community center projects. Some key projects include:

- *Brookhurst Community Senior Center Renovation, City of Anaheim*
- *Cameron Park Community Center, City of West Covina*
- *Community Youth Center, City of Newport Beach*
- *Newport Coast Community Center, City of Newport Beach*
- *Tustin Family and Youth Center, City of Tustin*
- *Historic Wagner House and Tennis Center Renovation, City of Anaheim*

Staff reviewed Perkins Eastman qualifications and references and have found the firm to be qualified to meet the needs of this project. The firm's listed references reported Perkins Eastman to be good communicators and responsive to project questions. The team is well prepared for meetings and has a track record of keeping projects on time and on budget. The Perkins Eastman team are solution oriented and make smart decisions when faced with design challenges. The team is professional and well equipped with a depth of experience within the firm.

Perkins Eastman is estimating 15 months to complete the Plan Specification, finalize the Plan Review, and to Bid for the Project Construction.

FISCAL IMPACTS: Staff is requesting the City Council allocate the \$1,878,000 for the project design along with a 10% contingency of \$187,700 for a total of \$2,065,800.

Refine Concept Design	\$303,300
60% Plans, Specifications, and Cost Estimate	\$337,000
90% Plans, Specifications, and Cost Estimate	\$337,000
100% Plans, Specifications, and Cost Estimate	\$168,500
Plan Check Approval	\$117,950
Bidding Support	\$84,250
Construction Administration Support	\$337,000
Topography and Utility Survey	\$45,000
Geotechnical Investigation	\$50,000
Hazard Materials Investigation	\$50,000
Risk Category IV Assessment	\$18,000
Reimbursable	\$30,000
Subtotal	\$1,878,000
10% Contingency	\$187,000
TOTAL	\$2,065,800

OPTIONS: The following options are provided for consideration:

1. Recommend City Council approve an agreement with Perkins Eastman for the professional design of plans, specifications, and construction estimates for the Monrovia Community Center Renovation Project in an amount not to exceed \$1,878,000; approve a contingency in an amount not to exceed \$187,000; and authorize an appropriation of \$2,065,800 from the CIP Fund towards this project.
2. Request additional information from staff before taking action.

RECOMMENDATIONS: Staff recommends that the Commission select Option 1, Recommend City Council approve an agreement with Perkins Eastman for professional design services of plans, specifications, and construction estimates for the Monrovia Community Center Renovation Project and appropriate the necessary funds.

COMMISSION ACTION REQUIRED: If the Commission concurs, the appropriate action would be a motion to recommend City Council approve an Consultant Services Agreement with Perkins Eastman for the professional design services of plans, specifications, and construction estimates for the Monrovia Community Center Renovation Project in an amount not to exceed \$1,878,000; approve a contingency in an amount not to exceed \$187,000; and authorize an appropriation of \$2,065,800 from the CIP Fund towards this project.