

# Agenda Report

**TO:** CITY COUNCIL

Date: June 8, 1998

**FROM:** ACTING CITY MANAGER

**SUBJECT:** AUTHORIZATION TO ENTER INTO A CONTRACT WITH TAKATA ASSOCIATES TO COMPLETE THE HAHAMONGNA WATERSHED PARK MASTER PLAN.

**RECOMMENDATION:**

It is recommended that the City Council authorize the Acting City Manager to enter into a contract with Takata Associates for an amount not to exceed \$265,000 for the completion of the Hahamongna Watershed Park Master Plan. Competitive bidding is not required pursuant to City Charter Subsection 1002(f), Professional or Unique Services.

It is further recommended that the City Council approve a journal voucher appropriating \$167,639 of revenue from the Uncommitted Fund Balance to Parks and Natural Resources Account 76550 to hire a consultant to prepare the Hahamongna Watershed Park Master Plan.

**BACKGROUND:**

Over the past years numerous committees, advisory groups, planning authorities, etc. have met and developed various plans and suggestions on how the area currently known as Hahamongna Watershed Park should be developed and planned to meet the leisure and recreation desires of the community. The ability to carry out these plans was enhanced due to the passage of two Los Angeles County Park Bond Acts which have provided \$2.86 million to renovate and improve the watershed park area. In order to have a blueprint or master plan to refer to on an ongoing basis, the City Council created the Hahamongna Watershed Park Advisory Committee, comprised of all of the members of the Recreation and Parks Commission, two members representing the Northwest Commission and two members representing the Utility Advisory Commission. One of the charges of this Committee is to develop a master plan for Hahamongna Watershed Park.

## **Preparation and Review of the Request for Proposal Document**

During the months of December 1997 and January 1998 Parks and Natural Resources staff made the draft Hahamongna Master Plan RFP document available for HWP Advisory Committee review and comment. Several HWP Committee members reviewed the draft document and their suggestions, where appropriate, were incorporated into the Request for Proposals document.

## **Request for Proposals and Pre-Bid Conferences**

A draft RFP (Request for Proposals) was prepared by staff and reviewed by members of the Hahamongna Watershed Advisory Committee prior to its distribution. The final Request for Proposal packages were mailed to twenty-eight potential bidders who had expressed an interest in developing the Master Plan. To insure a wider circulation, another fifty-five Request for Proposal packages were mailed to those included on the City's Planning and Permit Department's Environmental Planning Consultant mail list and a variety of professional trade journals. Therefore a total of 83 bid packages were mailed.

A Pre-Bid conference and tour for prospective proposers was held on Thursday, March 12, 1998. Additionally, a second Pre-Bid Conference and Tour was held March 25, 1998 to insure that all bid package recipients had an opportunity to meet with the staff and visit the project site. The Request for Proposal due date was extended from April 2 to April 16, 1998.

A Consultant Selection Committee was comprised of Hahamongna Watershed Park Advisory Committee members and staff representing Parks & Natural Resources; Public Works & Transportation and Water & Power. Parties interested in responding to the Request for Proposal were asked to submit one original and seven copies of their proposal no later than 4:00 PM Thursday, April 16, 1998.

## **CONTENTS OF PROPOSAL AND SELECTION PROCESS**

It was required that each proposal include, but not be limited to:

- A. STATEMENT OF QUALIFICATION with references to comparable projects - (Not more than two pages) describing your qualifications in park planning, resource management, restoration and development;
- B. PROPOSER REFERENCES, Company Name, Mailing Address, Contact Person (and Title), Telephone and Fax Numbers; (Not more than one page);
- C. PARK PLAN DEVELOPMENT METHODOLOGY AND TIME LINE; (Not more than three pages)
- D. PROJECT STAFF PLAN AND TIME BUDGET; (please provide a current resume for each person listed)
- E. PARK PLAN DEVELOPMENT TEAM ORGANIZATION CHART;
- F. PROJECTED PARK PLAN CONSULTANT COSTS; (Not more than two pages in table or spreadsheet form, itemized by task);
- G. STATEMENT OF CONSULTANTS COMMITMENT TO COMPLETE THIS PROJECT; (Not more than one page)
- H. A COMMUNITY OUTREACH AND PARTICIPATION OUTLINE;
- I. FULLY COMPLETED CITY AFFIRMATIVE ACTION IN CONTRACTING FORMS AA-1 THROUGH AA-5; AND,
- J. COMPLETED AFFIDAVIT OF NON-COLLUSION BY CONTRACTOR

**The proposals were rated using the following criteria:**

- A. Qualifications of firm and individuals (including technical proficiency, project management and ability to perform according to a time-efficient schedule) 35%
- B. Planning Methodology (including completeness, creativity, and environmental sensitivity) 40%
- C. Cost 20%
- D. Local Preference (Must possess a Pasadena Business License) 5%

On April 17, 1998 seven proposals were received in response to the Request for Proposal. Of those seven proposals four were selected to make oral presentations before the Consultant Selection Committee. Interviews for the four highest-ranking respondents were conducted on Saturday May 9, 1998. Each proposer was provided an opportunity to make a presentation and then respond to Selection Committee questions.

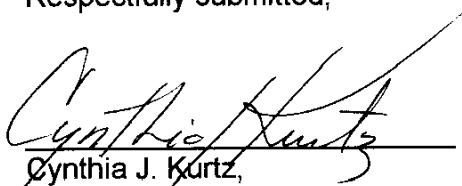
Based on the information received the proposers were scored as follows:

|   |                     |                        | Avg. Score |
|---|---------------------|------------------------|------------|
| 1 | TAKATA & ASSOCIATES |                        | 25.57      |
| 2 | BENSHOOF/WITHERS    |                        | 25.00      |
| 3 | RRM DESIGN GROUP    |                        | 23.36      |
| 4 | PSOMAS/NUVIS        |                        | 22.29      |
|   |                     | Maximum Possible Score | 28.0       |

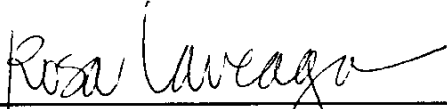
**FISCAL IMPACT:**

With the approval of a Journal Voucher the Hahamongna Watershed Park Fund balance will be reduced by \$167,639, leaving a zero fund balance. The purpose of this fund was to set aside available dollars to fund a master plan. The remaining revenue, \$97,361, is available in account 765500 for a total of \$265,000.

Respectfully submitted,

  
Cynthia J. Kurtz,  
Acting City Manager

Prepared by:



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Reviewed by:



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Approved by:



Robert C. Baderian  
Robert C. Baderian, Director  
Parks and Natural Resources