



City Council Staff Report

DATE: December 16, 2015 CONSENT CALENDAR

SUBJECT: APPROVAL OF PLANS, SPECIFICATIONS AND ESTIMATE (PS&E) AND AUTHORIZATION TO BID THE JAMES O. JESSIE DESERT HIGHLAND UNITY CENTER OUTDOOR PERFORMANCE STAGE AND OUTDOOR BALL FIELD LIGHTING PROJECT, CITY PROJECT NO. 14-18

FROM: David H. Ready, City Manager

BY: Public Works & Engineering Department

SUMMARY

The City is the recipient of a Housing-Related Parks (HRP) Program grant from the State of California, Department of Housing and Community Development (HCD) in the amount of \$266,575 for park and recreational improvements at the James O. Jessie Desert Highland Unity Center. The construction documents (plans and specifications) have been completed, and in accordance with Section 7.03.040 of the Procurement and Contracting Code the City Council is required to approve and adopt plans, specifications and working details, and authorize the bid request for all public projects in excess of \$100,000. Approval of this action will allow staff to proceed with bidding of this capital project, with an estimated cost of \$570,000.

RECOMMENDATION:

1. Approve an additional budget appropriation of \$225,000 from the Measure J Capital Improvement Fund contingency reserve to Account No. 260-4500-59401; and
2. Approve the plans, specifications and estimate and authorize staff to advertise and solicit bids for the James O. Jessie Desert Highland Unity Center Outdoor Performance Stage and Outdoor Ball Field Lighting Project, City Project No. 14-18.

STAFF ANALYSIS:

On November 5, 2014, the City Council executed an agreement with the State of California for the HRP grant which is to award cities to make park and recreational improvements in communities where affordable residential units have been built, on a per-bedroom basis. The amount designated for the proposed project was calculated on

the Rosa Gardens Apartments total bedroom count. The closest facility to Rosa Gardens is the James O. Jessie Desert Highland Unity Center. The proposed improvements include a new outdoor performance stage with ball field seating (funded with the HRP grant), as well as new outdoor ball field lighting funded through the Measure J Capital Fund. A copy of the November 5, 2014, staff report is included as **Attachment 1**.

Earlier this year, staff requested a proposal from its on-call Architect, Interactive Design Corporation (IDC), to prepare the construction drawings for the James O. Jessie Desert Highland Unity Center Outdoor Performance Stage and Outdoor Ball Field Lighting Project, City Project No. 14-18 (the "Project"). Subsequently, on June 8, 2015, the City Manager approved a Professional Services Agreement (A6697), in the amount of \$14,900 with IDC for the required design services. The scope of work of the Project includes construction of a raised outdoor performance stage, retaining walls, concrete sidewalk, concrete access ramps, concrete stairway with metal handrails, boulders, imported fill, modification to landscaping, modification to electrical, re-orientation of ball field, removal and installation of sport lighting equipment including foundation and all other appurtenant work.

The location of the Project is shown in Figure 1, and a vicinity map is included as **Attachment 2**.



Figure 1

The construction drawings prepared by IDC have been reviewed and approved by the Building Department for compliance with required Building Codes. The construction drawings are on file with the Public Works and Engineering Department. Staff recommends that City Council approve the plans and authorize staff to formally solicit construction bids for the Project.

With City Council's approval, staff will advertise the project in the *Desert Sun*, submit the Notice Inviting Bids to plan rooms, and provide the bid documents available free of charge to prospective bidders. A copy of the construction drawings and contract specifications for the Project are on file with the Public Works & Engineering Department. The following **tentative** schedule has been identified for the bid process:

Notice Inviting Bids posted and issued:	December 17, 2015
Deadline for receipt of bids:	3:00 PM, January 28, 2016
Contract awarded by City Council:	February 17, 2016

Pre-Purchase of Outdoor Sport Lighting Equipment

As part of Fiscal Year 2012/13, funding in the amount of \$80,000 from the Measure J Capital Project Fund was previously budgeted to replace three (3) outdoor ballfield lighting poles and fixtures to allow night time games without any safety concerns at Desert Highland Park. Staff recommends that the scope of the Project include replacement of all existing outdoor ball field lighting poles and fixtures with new sport lighting equipment to accommodate reorientation of the ballfield and construction of the new outdoor performance stage.

Staff recommends that the City directly pre-purchase the outdoor ballfield lighting and assign them to the City's contractor, rather than include purchase of the lighting as part of the bid. Pre-purchase of these lights will eliminate excessive overhead and profit added to the price by the City's contractor, and will minimize delay in completing the Project by advancing the lead-time required to manufacture the outdoor sport lighting equipment.

ENVIRONMENTAL IMPACT:

Section 21084 of the California Public Resources Code requires Guidelines for Implementation of the California Environmental Quality Act ("CEQA"). The Guidelines are required to include a list of classes of projects which have been determined not to have a significant effect on the environment and which are exempt from the provisions of CEQA. In response to that mandate, the Secretary for Resources identified classes of projects that do not have a significant effect on the environment, and are declared to be categorically exempt from the requirement for the preparation of environmental documents. In accordance with Section 15303 "New Construction or Conversion of Small Structures," Class 3 projects consist of construction and location of limited numbers of new, small facilities or structures such as electrical, and other utility

extensions, as well as, accessory (appurtenant) structures, therefore, the James O. Jessie Desert Highland Unity Center Outdoor Performance Stage and Outdoor Ball Field Lighting Project, City Project. No. 14-18, is considered categorically exempt from CEQA, and a Notice of Exemption has been prepared and will be filed with the Riverside County Clerk. A copy of the Notice of Exemption is included as **Attachment 3**.

FISCAL IMPACT:

As part of the 2012/2013 fiscal year budget, the City Council appropriated \$80,000 from the Measure J Capital Fund for repairs/replacement of existing ballfield lighting at Desert Highland Park. Subsequently, in 2014 the City was awarded the HRP Program grant in the amount of \$266,575. IDC has prepared a final construction estimate for the Project which segregates the estimate for the outdoor performance stage and related improvements (\$238,525) and the ballfield sports lighting (Option 1 – replacement of all 6 lights) (\$256,400). The estimated cost to replace all outdoor ballfield lighting exceeds the initial budget appropriated in the 2012/2013 fiscal year budget. On November 19, 2015, the Measure J Commission recommended that the City Council approve an additional \$225,000 appropriation from the Measure J Capital Fund to accommodate replacement of all of the outdoor ballfield lighting at Desert Highland Park. On the basis that the City Council approves the additional Measure J appropriation, the estimated Project budget and incurred expenditures are identified in Table 1.

Table of Project Costs	Amount
HRP Program Grant	\$266,575
FY12/13 Measure J Fund	\$80,000
FY15/16 Measure J Fund (Proposed)	\$225,000
Design Services	(\$14,900)
Pre-Purchased Lights	(\$114,000)
Project Administration (through 11/15/15)	(\$3,693)
Project Administration (Estimated)	(\$5,000)
Construction Support (Estimated)	(\$50,000)
Construction Contract (Estimated)	(\$380,000)
Remaining Budget	\$3,982

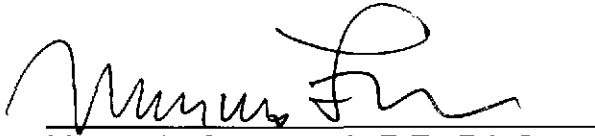
Table 1

Staff recommends that the City Council approve an additional budget appropriation of \$225,000 from the Measure J Capital Improvement Fund contingency reserve to Account No. 260-4500-59401.

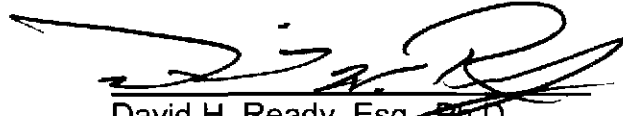
SUBMITTED:

Prepared by:

Approved by:



Marcus L. Fuller, MPA, P.E., P.L.S.
Assistant City Manager/City Engineer



David H. Ready, Esq., Ph.D.
City Manager

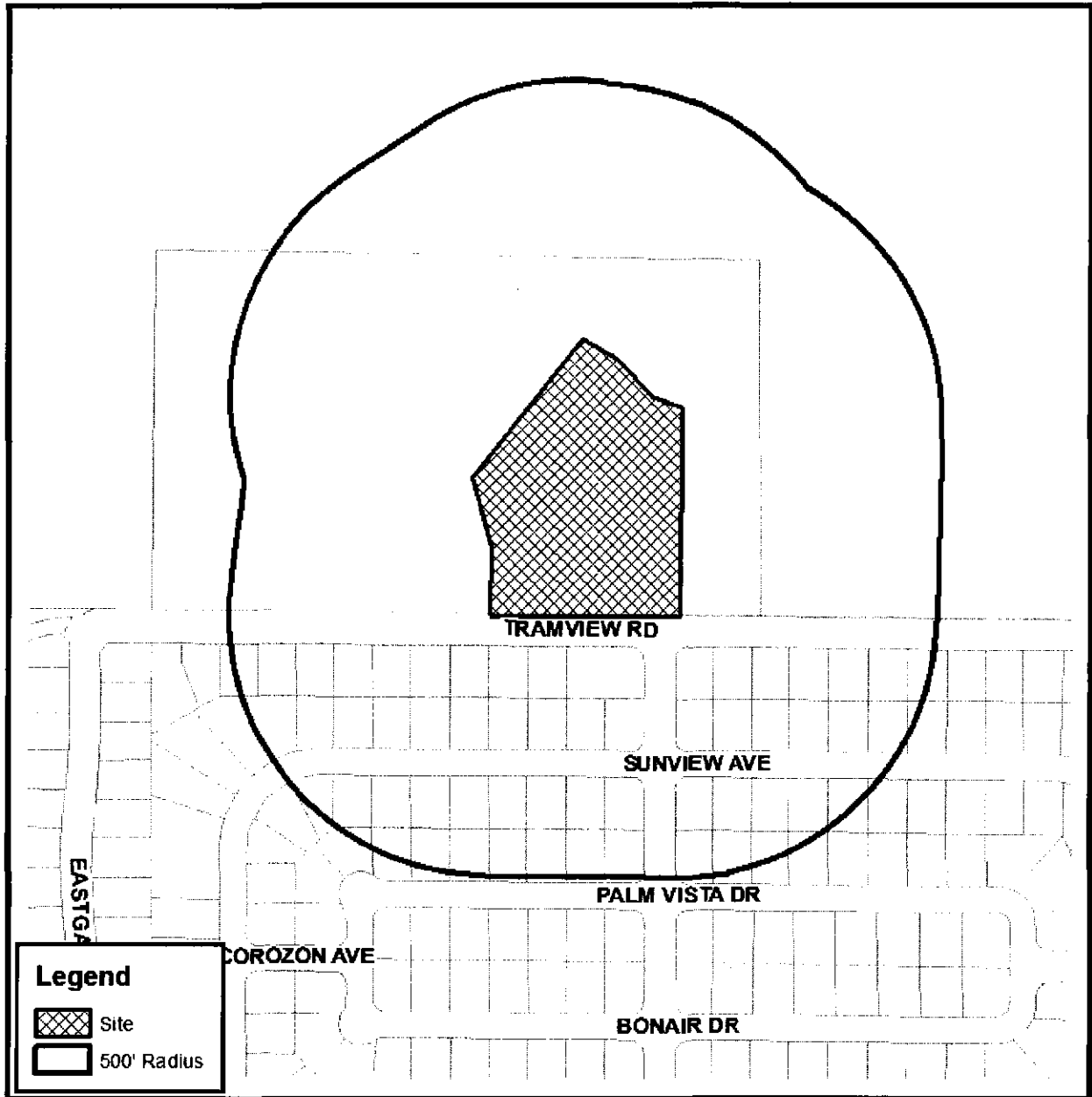
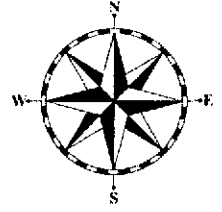
Attachments:

1. Vicinity Map
2. November 5, 2014, City Council staff report
3. CEQA Notice of Exemption
4. Cost Estimate

ATTACHMENT 1



Department of Public Works and Engineering Vicinity Map



CITY OF PALM SPRINGS

ATTACHMENT 2



City Council Staff Report

DATE: November 5, 2014 CONSENT CALENDAR

SUBJECT: APPROVE RESOLUTION AUTHORIZING THE EXECUTION OF THE STATE STANDARD AGREEMENT FOR THE HOUSING-RELATED PARKS (HRP) PROGRAM GRANT WITH THE STATE OF CALIFORNIA

FROM: David H. Ready, City Manager

BY: Department of Community & Economic Development

SUMMARY

This action would allow for the acceptance of a State of California, Department of Housing and Community Development (HCD) Housing-Related Parks (HRP) Program grant for improvements at the James O. Jessie Desert Highland Unity Center and Park located at 480 West Tramview Road.

RECOMMENDATION:

- 1) Approve Resolution No. _____, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PALM SPRINGS, CALIFORNIA, AUTHORIZING EXECUTION OF STATE STANDARD AGREEMENT FOR HOUSING RELATED PARKS (HRP) PROGRAM GRANT"

STAFF ANALYSIS:

On November 20, 2013, the City Council approved the submission of this grant application, described above which is awarded to cities to make park improvements in communities where affordable units have been built, on a per-bedroom basis. The amount was calculated on the Rosa Gardens Apartments total bedroom count. This apartment project provides affordable rents for extremely low, very low and low income households.

The grant funds are intended to improve a Park and Recreational Facility within a quarter mile radius from the affordable residential development. The closest facility to Rosa Gardens is the James O. Jessie Desert Highland Park and Unity Center. The improvements will include construction of a new outdoor performing arts stage with ball field seating which is being coordinated into the Measure J funds for new ball diamond light poles and fixture replacement project.

The City met all four minimum threshold criteria to participate in the Program:

1. Housing Element Compliance;
2. Annual Progress Report (APR);
3. Eligible Units Documentation; and
4. Minimum Grant Amount of \$75,000.

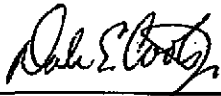
The grant application deadline was January 22, 2014. The City was eligible for \$149,300, but when HCD announced the final grant award on July 1st, Palm Springs had been funded at \$266,575. Certain bonus incentives increased the award by \$117,275.

The City has been notified twice that due to the high number of awardees, the HCD Standard Agreement would be delayed. On October 8th, HCD also requested a revised resolution, which includes the announced grant award amount.


This revised resolution does not delay the contracting process for the work and does not impact the City's ability to encumber funds against its award immediately upon execution of the Standard Agreement. Once HCD receives the revised resolution, the City will be able to request disbursement of the funds via reimbursement or cash advance. The funds must be requested no later than April 30, 2016 and fully expended by June 30, 2016.

FISCAL IMPACT:


There are no matching fund contributions required of the City and no direct fiscal impact to the General Fund. These dollars are the City's eligible funds from the CA Department of Housing and Community Development's Housing-Related Park (HRP) program.



DALE E. COOK, JR.
Community Development Administrator



JOHN S. RAYMOND
Community & Economic Development Director



DAVID H. READY, Esq. Ph.D.
City Manager

ATTACHMENT:

1. Resolution

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF PALM SPRINGS, CALIFORNIA,
AUTHORIZING EXECUTION OF STATE
STANDARD AGREEMENT FOR HOUSING
RELATED PARKS (HRP) PROGRAM GRANT.

WHEREAS, the State of California, Department of Housing and Community Development (Department) issued a Notice of Funding Availability (NOFA), dated October 2, 2013, under its Housing Related Parks (HRP) Program; and

WHEREAS, by Resolution No. 23469, the City of Palm Springs (Applicant) was authorized to apply for a HRP Program grant and submitted the 2013 Designated Program Year (2013 DPR) Application Package released by the Department for the HRP Program; and

WHEREAS, the Department is authorized to approve funding allocations for the HRP Program, subject to the terms and conditions of the NOFA, Program Guidelines, Application Package, and Standard Agreement; and

WHEREAS, the Department awarded the Applicant an HRP Program Grant on July 1, 2014 in the amount of \$266,575 as a conditional commitment of grant funds.

THE CITY COUNCIL OF THE CITY OF PALM SPRINGS DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. Applicant is hereby authorized and directed to enter into, execute, and deliver a State of California Standard Agreement (Standard Agreement), in a form acceptable to the City Attorney, for a HRP Program Grant in the amount of \$266,675, and any and all other documents required or deemed necessary or appropriate to secure the HRP Program Grant from the Department, and all amendments thereto (collectively, the "HRP Program Grant Documents").

SECTION 2. Applicant shall be subject to the terms and conditions as specified in the Standard Agreement. Funds are to be used for allowable capital asset project expenditures to be identified in Exhibit A of the Standard Agreement. The application in full is incorporated as part of the Standard Agreement. Any and all activities funded, information provided and timelines represented in the application are enforceable through the Standard Agreement. Applicant hereby agrees to use the funds for eligible capital asset(s) in the manner presented in the application as approved by the Department and in accordance with the NOFA and Program Guidelines and Application Package.

Resolution No. _____
Page 2 of 2 Pages

SECTION 3. That the City Manager is authorized to execute the HRP Grant Documents as required by the Department for participation in the HRP Program, and the Contracts/Agreements, in a form acceptable to the City Attorney.

ADOPTED this ___ day of November 2014.

David H. Ready, City Manager

ATTEST:

James Thompson, City Clerk

CERTIFICATION

STATE OF CALIFORNIA)
COUNTY OF RIVERSIDE) ss.
CITY OF PALM SPRINGS)

I, JAMES THOMPSON, City Clerk of the City of Palm Springs, hereby certify that Resolution No. _____ is a full, true and correct copy, and was duly adopted at a regular meeting of the City Council of the City of Palm Springs on November __, 2014, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

James Thompson, City Clerk
City of Palm Springs, California

ATTACHMENT 3

NOTICE OF EXEMPTION

To: Office of Planning and Research
1400 Tenth Street, Room 121
Sacramento, CA 95814

From: City of Palm Springs
3200 E. Tahquitz Canyon Way
Palm Springs, CA 92262

Clerk of the Board
County of Riverside
P.O. Box 751
Riverside, CA 92502-0751

Project Title: James O. Jessie Desert Highland Unity Center Outdoor Performance Stage and Outdoor Ball Field Lighting, City Project No. 15-21

Project Applicant: City of Palm Springs

Project Location (Specific): James O. Jessie Desert Highland Unity Center is located at 480 W. Tramview Road.

Project Location (City): City of Palm Springs

Project Location (County): Riverside

Project Description: The scope of work includes the construction of a raised outdoor performance stage, retaining walls, concrete sidewalk, concrete access ramps (ADA compliant), concrete stairway with metal handrails, boulders, imported fill, modification to landscaping, modification to electrical, reorientation of ball field, removal and installation of sport lighting equipment including foundation and all other appurtenant work.

Name of Public Agency Approving Project: City of Palm Springs

Name of Person or Agency Carrying Our Project: City of Palm Springs, Public Works & Engineering Department
3200 E. Tahquitz Canyon Way, Palm Springs, CA 92262

Exempt Status: (check one)

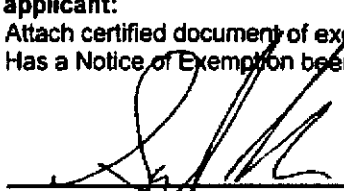
- Ministerial (Sec. 21080(b) (1); 15268);
- Declared Emergency (Sec. 21080(b) (3); 15269(a));
- Emergency Project (Sec. 21080(b) (4); 15269 (b)(c));
- Categorical Exemption. State type and section number: 15303 Class 3 (d) & (e) – New Construction or Conversion of Small Structures
- Statutory Exemptions. State code number:

Reasons why project is exempt: Class 3 consists of construction and location of limited numbers of new, small facilities or structures. Water main, sewage, electrical, gas, and other utility extensions, including street improvements, of reasonable length to serve such construction. Additionally, accessory (appurtenant) structures including garages, carports, patios, swimming pools, and fences. Therefore, the James O. Jessie Desert Highland Unity Center Outdoor Performance Stage and Outdoor Ball Field Lighting, City Project No. 15-21, is considered categorically exempt from CEQA.

Lead Agency Contact Person: Savat Khamphou, P.E. Area Code/Telephone/Extension: (760) 323-8253x8744

If filed by applicant:

1. Attach certified document of exemption finding.
2. Has a Notice of Exemption been filed by the public agency approving the project? Yes No

Signature:  Date: 11/15/15 Title: Asst. Director of Public Works/Asst. City Engineer

Signed by Lead Agency Signed by Applicant

Authority cited: Sections 21083 and 21110, Public Resources Code
Reference: Sections 21108, 21152, and 21152.1, Public Resources Code.

Date received for filing at OPR: _____

ATTACHMENT 4

JOJ OUTDOOR PEFORMANCE STAGE
Professional Opinion of Project Probable Cost

Stage Area =				1,000	SF	
Total Site Area of Work =				11,300	SF	
Description		%		\$		Subtotals
I PROJECT - Stage Area						
Stage Area Site						
Concrete Stage & Flatwork	\$	15.00	3000	SF	\$45,000	
CMU retaining walls	\$	80.00	500	LF	\$40,000	
Precise Grading/Demo	\$	33.00	1500	CY	\$49,500	
Stain Boulders & Concrete	\$	1.00	5000	SF	\$5,000	
Misc Utilities/Site Accessories	\$	5,000.00	1	EA	\$5,000	
Electricity	\$	8,000.00	1	EA	\$8,000	
Landscape	\$	3.00	4000	SF	\$12,000	
SUBTOTAL					\$164,500	
GC Overhead and Profit		30%			\$49,350	
Contingency		15%			\$24,675	
Total CONSTRUCTION						\$238,525
SUMMARY						
I Stage Construction					\$238,525	
Design/Eng. Consultant's Fees					\$35,779	
Total PROJECT Probable CONSTRUCTION Cost						\$274,304

JOJ OUTDOOR SPORT LIGHTING REPLACEMENT
Professional Opinion of Project Probable Cost

Description	%			\$	Subtotals
PROJECT - Sport Lighting Replacement OPTION 1					
1	Material - City to purchase	\$ 19,000.00	6	ea	\$114,000
	Pre-cast Footings				
	Light Poles & Fixtures				
	Controls				
	Total Material				\$114,000
2	Installation				
	Demolition of existing lights	\$ 9,000.00	1	LS	\$9,000
	Reroute irrigation lines	\$ 3,000.00	1	LS	\$3,000
	New conduit to Meter Room	\$ 3,000.00	1	LS	\$3,000
	Outdoor Lighting Installation	\$ 6,000.00	6	EA	\$36,000
	Trenching, conduit, & Wires	\$ 16,000.00	1	LS	\$16,000
	SUBTOTAL				\$52,000
	Contingency	15%			\$7,800
	GC Overhead and Profit	30%			\$15,600
	Total Installation				\$142,400
	TOTAL - OPTION 1				\$256,400
PROJECT - Sport Lighting Replacement OPTION 2					
1	Material - City to purchase	\$ 19,000.00	4	ea	\$76,000
	Pre-cast Footings				
	Light Poles & Fixtures				
	Controls				
	Total Material				\$76,000
2	Installation				
	Demolition of existing lights	\$ 9,000.00	1	LS	\$9,000
	Reroute irrigation lines	\$ 3,000.00	1	LS	\$3,000
	New conduit to Meter Room	\$ 3,000.00	1	LS	\$3,000
	Outdoor Lighting Installation	\$ 6,000.00	4	EA	\$24,000
	Trenching, conduit, & Wires	\$ 14,000.00	1	LS	\$14,000
	SUBTOTAL				\$38,000
	Contingency	15%			\$5,700
	GC Overhead and Profit	30%			\$11,400
	Total Installation				\$108,100
	TOTAL - OPTION 2				\$184,100
SUMMARY					
1	OPTION 1 - Parts & Labor				\$256,400
2	OPTION 2 - Parts & Labor				\$184,100
	Design/Eng. Consultant's Fee				\$25,640
	Soils Inspection & Test				\$12,820
	Total PROJECT Probable CONSTRUCTION Cost for OPTION 1				\$294,860
	Total PROJECT Probable CONSTRUCTION Cost for OPTION 2				\$222,560