Chandler · Arizona
Where Values Make The Difference

PURCHASING ITEM FOR COUNCIL AGENDA
Memo No. CP15-290

1. Agenda Item Number: 28

2. Council Meeting Date: August 13, 2015

TO: MAYOR & COUNCIL

THROUGH: CITY MANAGER

3. Date Prepared: June 24, 2015

4. Requesting Department: Community and Neighborhood Services

5. SUBJECT: Project Agreement No. PR1509.201 with Gavan & Barker, Inc., for Apache Park Improvements, pursuant to the Annual Contract for Park Design Services, No. EN1511.101, in an amount not to exceed $66,745.00.

6. RECOMMENDATION: Staff recommends City Council award Project Agreement No. PR1509-201 with Gavan & Barker, Inc., for Apache Park Improvements, pursuant to the Annual Contract for Park Design Services, No. EN1511-101, in an amount not to exceed $66,745.00.

7. BACKGROUND/DISCUSSION: Apache Park is a neighborhood park which was constructed in 1977, and is located west of Hartford Street and south of Knox Road, in the square mile bordered by Alma School Road, Arizona Avenue, Warner Road and Ray Road in Chandler.

Staff will work closely with the neighborhood surrounding Apache Park to identify the design for new improvements to the park, which may include demolition of existing racquetball courts, removal and relocation of sand volleyball courts, parking lot drainage improvements, expansion of the existing playground, new shade canopies at the playground, possible ramada replacements, new tennis court lighting, new sand volleyball court lighting, new area lighting at the playground, irrigation and landscape renovation, and sidewalk ADA accessibility improvements.

This contract includes all necessary work related to planning, surveying, utility coordination, drainage analysis and report, preparation of construction documents and comment resolution, including civil, irrigation, electrical, landscape and structural, and bid assistance.

The term of this design services contract is 180 days from the Notice to Proceed.

8. EVALUATION: City staff reviewed the scope of work, billing rates, and total fee for the project and determined them to be reasonable. This project is within the parameters of the Annual Contract for Park Design Services with this firm.

9. FINANCIAL IMPLICATIONS:

Cost: $66,745.00
Savings: N/A
Long Term Costs: N/A

Fund Source:

Acct. No.:	Fund Name:	Program Name:	CIP Funded:	Amount:
401.4580.6611.0000.6PR049	Park Bonds	Existing Community Park Improvements	FY 15/16	$66,745.00

10. PROPOSED MOTION: Move that City Council award Project Agreement No. PR1509.201 with Gavan & Barker, Inc., for Apache Park Improvements, pursuant to the Annual Contract for Park Design Services, No. EN1511.101, in an amount not to exceed $66,745.00 and authorize the Mayor to sign the contract documents.

ATTACHMENTS: Location Map, Project Agreement

APPROVALS

11. Requesting Department
Mickey Ohland, Park Development and Operations Mgr.

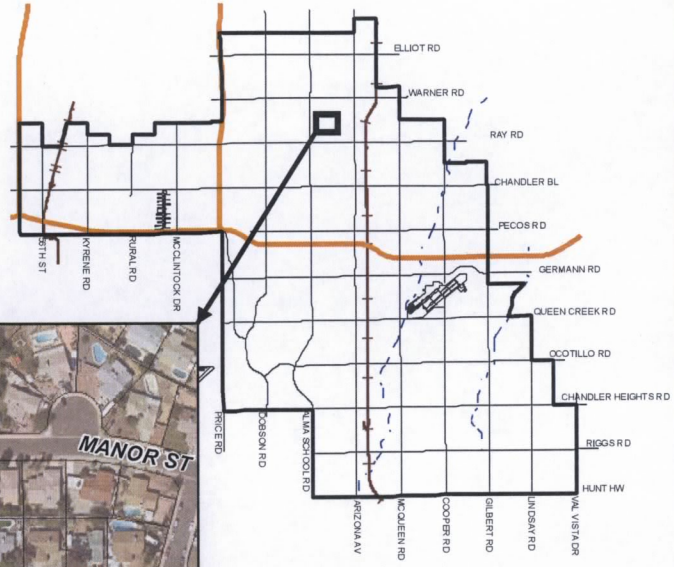
13. Department Head
Jennifer Morrison, Community Services Director

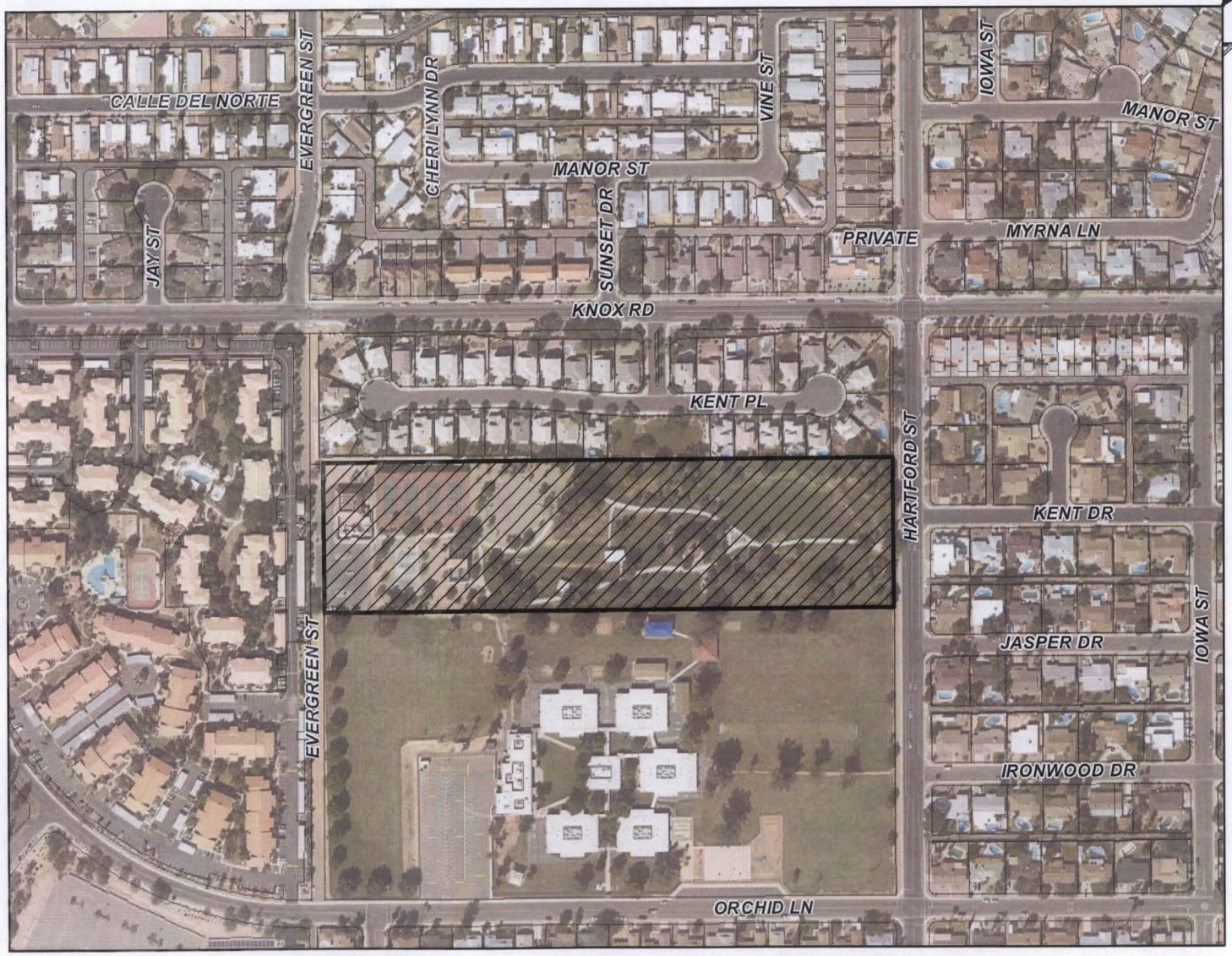
12. Transportation & Development
Bob Fortier, Capital Projects Manager

14. Acting City Manager
Marsha Reed

Chandler + Arizona

APACHE PARK IMPROVEMENTS
PROJECT NO. PR1509.201





MEMO NO. CP15-290

PROJECT SITE

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PROJECT AGREEMENT
PURSUANT TO ANNUAL CONTRACT NO. EN1511.101

PROJECT AGREEMENT NO: PR1509.201

This PROJECT AGREEMENT is made this _____ day of _____, 2015, by and between the City of Chandler, a municipal corporation (hereinafter referred to as "CITY") and Gavan & Barker, Inc., an Arizona corporation (hereinafter referred to as "Annual Consultant") and is a project agreement entered into pursuant to Annual Contract No. EN1511.101.

CITY and Gavan & Barker, Inc., in consideration of the mutual covenants herein set forth, agree as follows:

ARTICLE 1 - DESCRIPTION OF WORK:

This project is Apache Park Improvements, Project Number PR1509.201. The scope of work consists of design services for Apache Park Improvements, 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 Sixty Six Thousand Seven Hundred Forty Five Dollars ($66,745) determined and payable as set forth in Annual Contract EN1511.101 and Exhibit B attached hereto and made a part hereof by reference.

ARTICLE 3 - CONTRACT TIME:

The contract time is One Hundred Eighty calendar days and Annual Consultant agrees to complete all work within One Hundred Eighty (180) 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. EN1511.101 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_____, 2015.

CITY OF CHANDLER

_____
MAYOR DATE:

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

APPROVED AS TO FORM:

_____
City Attorney By:

ATTEST:

_____
City Clerk

FOR THE ANNUAL:

By: _____
Title: Vice President

ADDRESS FOR NOTICE
Mr. John Barker/Mr. Mark Gavan
Gavan & Barker, Inc.
3030 N. Central Ave., Ste. 1530
Phoenix, AZ 85012

Phone: 602-200-0031

EXHIBIT A
SCOPE OF WORK

Annual consultant shall provide services for the design, permitting and development of construction documents, for improvements to existing Apache Park, located in the square mile bordered by Alma School Road, Arizona Avenue, Warner Road and Ray Road in Chandler, Arizona, all as more specifically described herein below.

Apache Park is located at 1300 North Hartford Street. The design of new improvements to the park include, but not be limited to, demolition of existing racquetball courts; removal and relocation of sand volleyball courts; parking lot drainage improvements; expansion of the existing playground; new shade canopies at the playground; possible ramada replacements; new tennis court lighting; new sand volleyball court lighting; new area lighting at the playground if needed; irrigation and landscape renovation; and sidewalk ADA accessibility improvements.

DESIGN SCOPE OF SERVICES:

Annual Consultant shall provide all design services for the Project including, but not limited to, normal survey, landscape, civil, electrical, and geotechnical engineering services including:

1. **Administrative**
   1.1. Project management: consultant coordination, monitor schedule, quality control
   1.2. Monthly progress meetings (approximately 4 meetings)
   1.3. Comment resolution meetings (approximately 2 meetings)

2. **Research / Data Collection –** Annual Consultant will obtain site information as necessary from the City and utility companies including:
   2.1. CoC: Utility as-builts;
   2.2. Utility company as-builts/records;
   2.3. Investigate existing conditions;
   2.4. Topographic survey – Annual Consultant shall provide a topographic survey of the project area. Design shall utilize established City of Chandler benchmarks and reference locations of benchmarks on the plans. Plans shall clearly define the benchmark location and elevation that will be utilized for construction of this facility. The survey limits include the entire park and entry drive. (See attached Survey Innovation Group Scope of Work).
   2.5. Records review / easements.

3. **Programming / Schematic Design (30%) –** Annual Consultant shall prepare a preliminary layout for the park improvements in a conceptual form for City review and use in a public meeting (if required) to gather input and ideas for the new park improvements. As identified in site meeting with City staff on 5/29/15, the concept will include:

   a. **Demolition:** Demolition and removals shall consist of: the existing racquetball courts, including all concrete slabs, walls, fencing, and lighting; the existing sand volleyball courts and lighting (structures associated with the underground tank shall remain). Additional removals will be dependent on the budget, and may include the removal and replacement of the existing ramadas, and the existing playground.

   b. **Sand Volleyball Relocation:** Sand volleyball will be relocated to the existing racquetball court area, and install new lighting.

   c. **Parking lot Drainage Improvements:** Drainage improvements will be made to the parking lot area including grading of the existing berm to allow parking lot drainage to flow through the existing curb openings and away from the parking lot. Additional improvements may be made to the entry drive to remove drainage ponding. Entry drive

improvements will be contingent on project budget and available driveway rights-of-way.

d. **Playground improvements:** The existing playground structure will be removed and replaced with new equipment. The playground will be expanded to provide play features for both 2-5 and 5-12 age groups. The addition of swings will be considered with the expansion depending on space limitations. Playground expansion will consider the existing mature trees and flood irrigation patterns. New area lighting will be added if required.

e. **Ramadas:** Contingent on the budget, the two existing ramadas may be replaced with new pre-manufactured ramadas. A new ramada may be provided in the vicinity of the new sand volleyball courts.

f. **Sidewalks:** New sidewalks will be placed to provide for the new sand volleyball and playground areas, and to correct any ADA accessibility deficiencies in the park.

g. **Lighting:** Lighting improvements shall include: the existing tennis court lighting to be replaced or upgraded; new sand volleyball lighting; new ramada lighting; and new area lighting at the playground if needed. (See attached Wright Engineering Scope of Work).

h. **Landscaping:** To eliminate irrigation overspray issues, the existing turf area along the north edge of the park will be converted to new decomposed granite with shrubs. The dimensions of this new landscape area will be dependent on the existing tree locations, but is expected to be approximately 10 to 15 feet wide.

i. **Irrigation renovation:** The existing irrigation system will be evaluated in dry problem areas such as where flood irrigation and spray irrigation meet. Irrigation renovation design will be provided to correct the problems areas. New irrigation connected to the existing system will be designed for the new landscaping. (See attached Carl Kominsky Scope of Work).

The preliminary concept shall be revised based on the City's review, and any input from the public meetings. Tasks included in programming/schematic design include:

3.1. Preliminary concept preparation
3.2. Review and/or Public meetings (1)
3.3. Revise concept / schematic design

- 3.3.1. Sections / elevations sketches
- 3.3.2. Landscape
- 3.3.3. Hardscape
- 3.3.4. Preliminary drainage calculations
- 3.3.5. Preliminary cost estimates
- 3.3.6. Schematic design submittal

4. **Utility/Agency Coordination / Design Conflict Review** – Annual Consultant shall provide coordination with utility companies and agencies in accordance with the latest version of the "Public Improvement Project Guide" (PIPG).

Annual Consultant shall identify utility conflicts during the initial stages of the design process, and shall coordinate utility conflict reviews at 60% through final plans until a "No-Conflict" review is obtained or conflicts are resolved.

Annual Consultant shall coordinate the design of the utilities, which includes, but is not limited to, services for electric and water systems.

5. **Design Development (60%)** - Using the information gathered from the schematic design phase, 60% plans will be prepared including grading and drainage, landscape and irrigation, and associated details for the new improvements. Tasks include:
   5.1. Site plan refinement
   5.2. Outline specifications
   5.3. Construction plans
   5.4. Site details
   5.5. Grading plans
   5.6. Planting plans
   5.7. Irrigation plans
   5.8. Landscape details
   5.9. Electrical plans
   5.10. Cost estimate
   5.11. Design Development Submittal

6. **Construction Documents (95%)** A final submittal will be prepared which will include final plans, specifications, cost estimate, and drainage report for submittal to City Plan Review. Tasks include:
   6.1. Final construction plans
   6.2. Final grading plans
   6.3. Final horizontal control plans
   6.4. Final site details
   6.5. Final planting plans & details
   6.6. Final irrigation plans & details
   6.7. Final electrical plans
   6.8. Final technical specifications
   6.9. Final drainage memorandum - Preliminary calculations will be prepared (schematic phase) including documentation of the required storm water retention volume for approval by the City. A final memorandum will be produced during the construction document phase reflecting final design and required storm water retention volumes, prepared in accordance with City of Chandler drainage requirements.
   6.10. Final cost estimate
   6.11. Construction Document Submittal – Preparation of Plan Review forms/certificates; Hard copy and digital file deliverables for plans, specifications, and estimates.

7. **Final Comments / Bid Documents (100%)**

   7.1. Respond to Plan Review comments – Annual Consultant shall address plan review comments, adjusting the plans, specifications, & cost estimate as necessary to obtain plan approvals.
   7.2. Plan Review resubmittal to obtain plan approvals.

Allowances:

Reimbursables: Printing & Deliveries

Additional Design Tasks & Meetings: This allowance is to provide additional design services and project meetings in the event that the project budget allows for additional park features or improvements beyond items scoped, or for additional design due to unforeseen conditions of the existing underground water facilities on site.

Assumptions:

Geotechnical Investigations will not be conducted as part of this scope. It is assumed that parking lot paving will remain as is and therefore pavement recommendations are not needed. The installation of new pre-manufactured ramadas will require manufacturer's to design foundations to assumed conditions.

EXHIBIT B
FEE SCHEDULE

Type of Work and Task	Principal Civil Engineer		Prin. Landscape Architect		Sr Proj Eng		Project Engineer		Landscape Architect		Senior Designer		Designer		Civil Tech		Total Direct Labor Fees		Direct Costs		Total Amount
	Hrs	151.03	Hrs	125.85	Hrs	119.56	Hrs	100.69	Hrs	94.40	Hrs	83.78	Hrs	77.23	Hrs	62.83	Hrs	Dollars			
1. **Administrative**	4	604.12	12	1,510.20	0	-	0	-	0	-	0	-	0	-	0	-	16	2,114.32		-	$ 2,114
2. **Research / Data Collection**																					
2.1. CoC: Utility as-builts	0	-	1	125.85	0	-	0	-	0	-	2	167.56	0	-	0	-	3	293.41			$ 293
2.2. Utility company as-builts/records	0	-	0	-	0	-	0	-	0	-	2	167.56	0	-	0	-	2	167.56			$ 168
2.3. Investigate existing conditions	0	-	8	1,006.80	0	-	0	-	0	-	8	670.24	0	-	0	-	16	1,677.04			$ 1,677
2.4. Topographic survey	1	151.03	2	251.70	0	-	0	-	0	-	20	1,675.60	0	-	0	-	23	2,078.33	a.	6,950.00	$ 9,028
2.5. Records review / easements	2	302.06	0	-	0	-	2	201.38	0	-	0	-	0	-	0	-	4	503.44			$ 503
3. **Programming / Schematic Design**																					
3.1. Preliminary concept preparation	1	151.03	4	503.40	0	-	0	-	12	1,132.80	24	2,010.72	0	-	0	-	41	3,797.95			$ 3,798
3.2. Review / Public meetings (1)	0	-	3	377.55	0	-	0	-	0	-	0	-	0	-	0	-	3	377.55			$ 378
3.3. Revise concept / schematic design	1	151.03	2	251.70	0	-	0	-	6	566.40	12	1,005.36	0	-	0	-	21	1,974.49			$ 1,974
3.3.1. Sections / elevations sketches	0	-	0	-	0	-	0	-	0	-	2	167.56	0	-	0	-	2	167.56			$ 168
3.3.2. Landscape	0	-	2	251.70	0	-	0	-	2	188.80	4	335.12	0	-	0	-	8	775.62			$ 776
3.3.3. Hardscape	0	-	2	251.70	0	-	0	-	2	188.80	4	335.12	0	-	0	-	8	775.62			$ 776
3.3.4. Preliminary drainage calculations	1	151.03	0	-	0	-	12	1,208.28	0	-	2	167.56	0	-	0	-	15	1,526.87			$ 1,527
3.3.5. Preliminary cost estimates	1	151.03	2	251.70	0	-	0	-	0	-	4	335.12	0	-	0	-	7	737.85			$ 738
3.3.6. Schematic design submittal	0	-	1	125.85	0	-	0	-	2	188.80	2	167.56	0	-	0	-	5	482.21			$ 482
4. **Utility/Agency Coord. /Conflict Review**	0	-	2	251.70	0	-	0	-	1	94.40	4	335.12	0	-	0	-	7	681.22			$ 681
5. **Design Development (60%)**																					
5.1 Site plan refinement	0	-	1	125.85	0	-	0	-	2	188.80	8	670.24	0	-	0	-	11	984.89			$ 985
5.2. Outline specifications	1	151.03	2	251.70	0	-	0	-	2	188.80	0	-	0	-	0	-	5	591.53			$ 592
5.3. Construction plans	1	151.03	1	125.85	0	-	0	-	4	377.60	16	1,340.48	0	-	0	-	22	1,994.96			$ 1,995
5.4. Site details	0	-	1	125.85	0	-	0	-	4	377.60	8	670.24	0	-	0	-	13	1,173.69			$ 1,174
5.5 Grading plans	2	302.06	0	-	0	-	4	402.76	2	188.80	12	1,005.36	0	-	0	-	20	1,898.98			$ 1,899
5.6. Planting plans	0	-	2	251.70	0	-	0	-	1	94.40	4	335.12	0	-	0	-	7	681.22			$ 681
5.7. Irrigation plans	0	-	2	251.70	0	-	0	-	0	-	0	-	0	-	0	-	2	251.70	b.	5,310.00	$ 5,562
5.8. Landscape details	0	-	0	-	0	-	0	-	0	-	2	167.56	0	-	0	-	2	167.56			$ 168
5.9. Electrical plans	0	-	2	251.70	0	-	0	-	0	-	0	-	0	-	0	-	2	251.70	c.	3,624.00	$ 3,876
5.10. Cost estimate	1	151.03	1	125.85	0	-	0	-	4	377.60	4	335.12	0	-	0	-	10	989.60			$ 990
5.11. Design Development Submittal	1	151.03	2	251.70	0	-	0	-	0	-	2	167.56	0	-	0	-	5	570.29			$ 570
6. **Construction Documents (95%)**																					$ -
6.1. Final construction plans	1	151.03	2	251.70	0	-	2	201.38	4	377.60	8	670.24	0	-	0	-	17	1,651.95			$ 1,652
6.2. Final grading plans	1	151.03	1	125.85	0	-	4	402.76	4	377.60	8	670.24	0	-	0	-	18	1,727.48			$ 1,727
6.3. Final horizontal control plans	1	151.03	1	125.85	0	-	0	-	0	-	8	670.24	0	-	0	-	10	947.12			$ 947
6.4. Final site details	0	-	1	125.85	0	-	0	-	4	377.60	4	335.12	0	-	0	-	9	838.57			$ 839
6.5. Final planting plans & details	0	-	1	125.85	0	-	0	-	2	188.80	4	335.12	0	-	0	-	7	649.77			$ 650
6.6. Final irrigation plans & details	0	-	2	251.70	0	-	0	-	0	-	1	83.78	0	-	0	-	3	335.48	b.	3,540.00	$ 3,875
6.7. Final electrical plans	0	-	2	251.70	0	-	0	-	0	-	0	-	0	-	0	-	2	251.70	c.	2,416.00	$ 2,668
6.8. Final technical specifications	1	151.03	1	125.85	0	-	0	-	12	1,132.80	0	-	0	-	0	-	14	1,409.68			$ 1,410
6.9. Final drainage report	1	151.03	0	-	0	-	4	402.76	0	-	2	167.56	0	-	0	-	7	721.35			$ 721
6.10. Final cost estimate	1	151.03	2	251.70	0	-	0	-	0	-	2	167.56	0	-	0	-	5	570.29			$ 570
6.11. Construction Document Submittal	1	151.03	2	251.70	0	-	0	-	0	-	2	167.56	0	-	0	-	5	570.29			$ 570
7. **Final Comments / Bid Documents (100%)**																					$ -
7.1. Respond to Plan Review comments	1	151.03	4	503.40	0	-	2	201.38	2	188.80	4	335.12	0	-	0	-	13	1,379.73			$ 1,380
7.2. Plan Review resubmittal	1	151.03	2	251.70	0	-	0	-	1	94.40	2	167.56	0	-	0	-	6	664.69			$ 665
Subtotal																				21,840.00	$ 61,245
ALLOWANCES																					
8. Reimbursables: Printing & Deliveries																				500.00	$ 500
9. Additional Design Tasks & Meetings																				5,000.00	$ 5,000
Total	26	3,926.78	76	9,564.60	0	-	30	3,020.70	73	6,891.20	191	16,001.98	0	-	0	-	396	39,405.26		27,340.00	$ 66,745

a Survey Innovation Group (survey) $6,950

b Carl Kominsky (Irrigation Design) $8,850

c Wright Engineering (Electrical Design) $6,040