



**PURCHASING ITEM
FOR
COUNCIL AGENDA
Memo No. DT17-002**

1. Agenda Item Number:

23

2. Council Meeting Date:
October 13, 2016

TO: MAYOR & COUNCIL

3. Date Prepared: September 22, 2016

THROUGH: CITY MANAGER

4. Requesting Department: Downtown Redevelopment & Community Services

5. SUBJECT: Project Agreement with J2 Engineering & Environmental Design, LLC., for the Dr. A.J. Chandler Park Master Plan.

6. RECOMMENDATION: Staff recommends City Council award a project agreement to J2 Engineering & Environmental Design, LLC., Project No.PR1701.201 pursuant to the annual contract for park design services, EN1510-101 in an amount not to exceed \$66,303.57.

7. BACKGROUND/DISCUSSION: Originally developed in 1912, Dr. A.J. Chandler Park is a 5.62-acre special use park located in the center of the Downtown core between Buffalo Street (north), Boston Street (south), San Marcos Place (west), and Arizona Place (east) with South Arizona Avenue running north and south dividing the park into two areas. Early on, Dr. Chandler envisioned a landscaped central park that would be surrounded by businesses. Today, the downtown storefronts have been restored to a modern version of their original turn-of-the-century look and the downtown and park serve as a popular draw for family festivals, shops, entertainment, and restaurants.

The park was last renovated in 1985. Since the park's renovation over 30 years ago, Downtown Chandler has grown to include not only local businesses and restaurants, but also residential development. Each year the area continues to grow in popularity. This project will examine the existing features of the park and will develop a conceptual master plan to ensure the park will sustain current and future growth/densities of Downtown.

On September 15, 2016, City Council approved an annual contract with J2 Engineering & Environmental Design, LLC., for park design services. This project agreement will provide for master plan design services for future improvements/renovation to Dr. A.J. Chandler Park. As with all park development projects, citizen input is very important. In addition to citizen input, this contract includes extensive outreach to the community including charrette meetings with key stakeholders, including but not limited to the Downtown Chandler Community Partnership (DCCP), Chandler Arts Commission, City of Chandler Departments and others as identified.

The conceptual plan will recommend new improvements to the park which will include sighting of amenities, development of plant palette, color palette, hardscape elements, site furnishings, lighting concepts, landforms, identifying circulation patterns, activity zones, and buffer areas, while utilizing a Crime Prevention Through Environmental Design (CPTED) consultant for safety considerations.

The term of this design services contract is 270 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

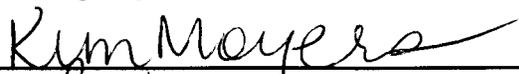
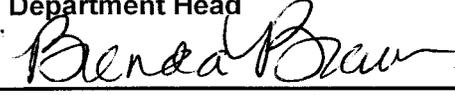
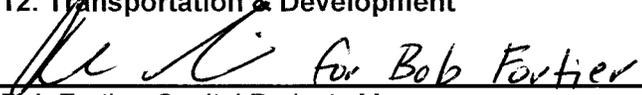
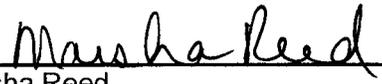
Fund Source:

Acct. No.:	Fund Name:	Program Name:	CIP Funded:	Amount:
401.1291.5219.6GG650	Gen. Govt. Capital Project	Dr. A.J. Chandler Park Master Plan	FY 16/17	\$66,304.00

10. PROPOSED MOTION: Move that City Council award a project agreement to J2 Engineering & Environment Design, LLC., for the Dr. A.J. Chandler Park Master Plan, Project No. PR1701.201 pursuant to annual contract for park design services, EN1510-101 in an amount not to exceed \$66,303.57 and authorize the Mayor to sign the contract documents.

ATTACHMENTS: Location Map, Project Agreement

APPROVALS

11. Requesting Department  _____ Kim Moyers, Downtown Redevelopment _____ Mickey Ohland, Parks Development and Operations Manager	13. Department Head  _____ Brenda Brown, Community Services Director
12. Transportation & Development  _____ Bob Fortier, Capital Projects Manager	14. City Manager  _____ Marsha Reed

**PROJECT AGREEMENT
PURSUANT TO ANNUAL CONTRACT NO. EN1510.101**

PROJECT AGREEMENT NO: PR1701.201

This PROJECT AGREEMENT is made this ____ day of _____, 2016, by and between the City of Chandler, a municipal corporation (hereinafter referred to as "CITY") and J2 Engineering & Environmental Design, LLC, a limited liability company doing business in Arizona (hereinafter referred to as "Annual Consultant") and is a project agreement entered into pursuant to Annual Contract No. EN1510.101.

CITY and J2 Engineering & Environmental Design, LLC, in consideration of the mutual covenants herein set forth, agree as follows:

ARTICLE 1 - DESCRIPTION OF WORK:

This project is **A.J. Chandler Park Master Plan**, Project Number **PR1701.201**. The scope of work consists of landscape architectural design services for a Master Plan of A.J. Chandler Park, located in the downtown core between Buffalo Street (north), Boston Street (south), San Marcos Place (west), and Arizona Place (east) with South Arizona Avenue running north and south, 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 Three Hundred Three Dollars and Fifty Seven Cents (**\$66,303.57**) determined and payable as set forth in Annual Contract EN1510.101 and Exhibit B attached hereto and made a part hereof by reference.

ARTICLE 3 - CONTRACT TIME:

The contract time is Two Hundred Seventy calendar days and Annual Consultant agrees to complete all work within Two Hundred Seventy (270) 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. EN1510.101 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 _____, 2016.

CITY OF CHANDLER

FOR THE ANNUAL:

MAYOR

DATE:

By: _____
Title: _____

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

ADDRESS FOR NOTICE
Mr. Jeff Engelmann
J2 Engineering & Environmental Design, LLC
4649 E. Cotton Gin Loop, Ste. B2
Phoenix, AZ 85040

APPROVED AS TO FORM:

Phone: 602-438-2221

City Attorney By: 

ATTEST:

City Clerk

EXHIBIT A SCOPE OF WORK

ANNUAL CONSULTANT shall provide landscape architectural design services to develop a Master Plan for A.J. Chandler Park, including the following tasks:

Task 100 Project Definitions, Site and Area Analysis, Data Collection

ANNUAL CONSULTANT shall establish design and review schedules, goals, and objectives with the City of Chandler (COC). ANNUAL CONSULTANT shall conduct a site visit to review the existing conditions, and verify limits of work. ANNUAL CONSULTANT shall also gather and utilize other existing pertinent information, such as utility data, as-built drawings, etc. from the COC to ensure that the project site issues are clearly defined and understood. ANNUAL CONSULTANT, in conjunction with COC, will develop themes and design approach and verify design components. ANNUAL CONSULTANT shall perform a preliminary site analysis to identify existing opportunities and constraints such as circulation patterns, activity zones, buffer areas, utilities, etc. ANNUAL CONSULTANT shall coordinate with CPTED consultant to identify any safety issues or concerns in the existing park prior to the Initial Conceptual Master Plan development.

Task 100 Deliverables will include the following:

- **Site Analysis Plan** for project site. The site analysis plan will be developed at approximately 1 inch=20 feet scale on a standard 36"x48" Sheet. ANNUAL CONSULTANT shall provide one (1) full-size hard copy and one (1) full-size electronic version in PDF format. The COC is responsible for additional reproduction of site analysis plan beyond this stated amount.

Task 100 Meetings will include the following (ANNUAL CONSULTANT to provide all agenda and Meeting Minutes):

- **One (1) Kickoff Meeting:** Meeting will be with COC staff. The meeting is expected to be two (2) hours in duration (including travel time). ANNUAL CONSULTANT shall have two (2) representatives at this meeting. Location to be determined.
- **One (1) Site Visit Meeting:** Meeting is expected to be three (3) hours in duration (including travel time). ANNUAL CONSULTANT shall have three (3) representatives at the site visit.
- **One (1) Stakeholder Charette Meeting:** Meeting with COC, CPTED Consultant and key stakeholders (DCCP, Residents, Downtown Beautification Committee, COC Police and Fire Department). This meeting is expected to be three (3) hours in duration (including travel time) and will be an opportunity for stakeholders to discuss concerns, desires, and ideas for the Master plan concepts. Location to be determined.
- **One (1) Police Department and CPTED Meeting:** Meeting with the City of Chandler Police Department and Jeff Landtiser (CPTED sub-consultant) to address issues and concerns in regards to the park and safety.

Task 200 Initial Conceptual Master Plan Development

ANNUAL CONSULTANT shall develop initial Conceptual Master plan concepts for a maximum of three (3) different layouts for the park site. ANNUAL CONSULTANT shall submit these concepts to the COC for review and comment. Conceptual designs may include the following: sighting of amenities, development of plant palette, color palette, hardscape elements, site furnishings, lighting concepts, landforms, etc. as necessary to convey the proposed intent of the conceptual designs. ANNUAL

CONSULTANT shall present the initial conceptual plan concept(s) to the COC and key stakeholders for review and comments. ANNUAL CONSULTANT shall provide a Conceptual Opinion of Probable Cost for each of the three (3) initial concepts.

Task 200 Deliverables will include the following:

- Three (3) initial color rendered Conceptual Master Plans: The conceptual plans will be developed at approximately 1 inch=20 feet scale on a standard 36"x48" Sheet. ANNUAL CONSULTANT shall provide one (1) full-size hard copy and one (1) full-size electronic version in PDF format of each concept. The COC is responsible for additional reproduction of initial Conceptual Master Plans beyond this stated amount.
- Opinion of Probable Cost for each initial Conceptual Master Plan, three (3) total (PDF format).

Task 200 Meetings:

- **One (1) Design Team Meeting:** This meeting is to review and discuss the three (3) concepts with the COC team prior to the stakeholder design meeting. The meeting is expected to be two (2) hour in duration (including travel time). ANNUAL CONSULTANT shall have two (2) representatives at the meeting. Location to be determined.
- **One (1) Stakeholder Design Meeting:** This meeting is to present initial Conceptual Master Plans. Meeting will be with COC staff and all key stakeholders. The meeting is expected to be two (2) hours in duration (including travel time). ANNUAL CONSULTANT shall have two (2) representatives at the meeting. Location to be determined.
- **One (1) Public Meeting:** This meeting is to present initial Conceptual Master Plans: Meeting will be with residents and business owners. The meeting is expected to be two (2) hours in duration (including travel time). ANNUAL CONSULTANT shall have two (2) representatives at the meeting. Location to be determined.

Task 300 - Preferred Alternative Plan

Upon receiving input and comments on the initial plan concept(s) from the COC ANNUAL CONSULTANT shall take all comments and provided information to produce one (1) Preferred Alternative for A.J. Chandler Park. Refinement will include finalization of layout and site amenities, preferred materials, colors, plant palette, and overall aesthetic. This Preferred Alternative will be presented to the COC and key stakeholders. Upon COC approval ANNUAL CONSULTANT shall develop a color rendered Preferred Alternative Plan.

Task 300 Deliverables will include the following:

- One (1) color rendered Preferred Alternative: The Preferred Alternative Plan will be developed at approximately 1 inch=20 feet scale on a standard 36"x48" Sheet. ANNUAL CONSULTANT shall provide one (1) full-size hard copy and one (1) full-size electronic version in PDF format of each concept. COC is responsible for additional reproduction of initial Conceptual Master Plans beyond this stated amount.
- Three (3) 3D graphics: These graphics will be based on a ground view and possibly aerial perspectives of three (3) different spaces in the park design.
- One (1) Conceptual Opinion of Probable Cost for Preferred Alternative (PDF format).

Task 300 Meetings (J2 to provide all agenda and Meeting Minutes):

- **One (1) Design Team Meeting:** This meeting is to discuss comments gathered from the previous stakeholder and public meetings prior to the design of the Preferred Alternative Plan. The meeting is expected to be two (2) hour in duration (including travel time). ANNUAL CONSULTANT shall have two (2) representatives at the meeting. Location to be determined.
- **One (1) Design Team Meeting:** This meeting is to review and discuss the Preferred Alternative Plan prior to the stakeholder design meeting. The meeting is expected to be two (2) hour in duration (including travel time). ANNUAL CONSULTANT shall have two (2) representatives at the meeting. Location to be determined.
- **One (1) Stakeholder Design Meeting:** This meeting is to present the Preferred Alternative. Meeting will be with COC staff and key stakeholders. The meeting is expected to be two (2) hour in duration (including travel time). ANNUAL CONSULTANT shall have two (2) representatives at the meeting. Location to be determined.

Task 400 – Final Master Plan

After receiving comments from the stakeholders and community on the Preferred Alternative Plan, ANNUAL CONSULTANT shall develop the Final Master Plan for A.J. Chandler Park.

Task 400 Deliverables will include the following:

- One (1) color rendered Final Master Plan: The Final Master Plan will be developed at approximately 1 inch=20 feet scale on a standard 36"x48" Sheet. J2 will provide one (1) full-size hard copy and one (1) full-size electronic version in PDF format of each concept. The COC is responsible for additional reproduction of initial Conceptual Master Plans beyond this stated amount.
- Three (3) 3D graphics: These graphics will be based on a ground view and possibly aerial perspectives of three (3) different spaces in the park design.
- One (1) Opinion of Probable Cost for the Final Master Plan (PDF format).

Task 400 Meetings (ANNUAL CONSULTANT shall provide all agenda and Meeting Minutes):

- **One (1) Design Team Meeting:** This meeting is to discuss comments gathered from the previous stakeholder meeting prior to the design of the Final Master Plan. The meeting is expected to be two (2) hour in duration (including travel time). ANNUAL CONSULTANT shall have two (2) representatives at the meeting. Location to be determined.
- **One (1) CPTED Meeting:** This meeting is to discuss final design and any comments or concerns regarding the safety of the Final Master Plan design. This meeting may be a part of the Design Team Meeting if desired by the City of Chandler at that time.

Task 400 Additional Meetings (ALLOWANCE)(J2 to provide all agenda and Meeting Minutes):

- **Two (2) Additional Meetings:** These meetings are available for presentations to Council, Key Stakeholders, Public or others. These meetings are expected to be two (2) hours **each** in duration (including travel time). ANNUAL CONSULTANT shall have two (2) representatives at each meeting. Location to be determined.

Design Assumptions and Exclusions:

1. Legal description and exhibits, Title reports, Topographic Survey, Boundary Surveys, ALTA surveys and any other documents available to establish existing right of ways, property lines, and easements shall be provided to ANNUAL CONSULTANT by the City of Chandler.

2. ANNUAL CONSULTANT shall not provide or produce any 404 Permits or 404 Applications nor provide any environmental or biological investigations or clearances.
3. No Topographic Survey is included.
4. Utility potholing is not included.
5. No construction documentation development is included.
6. Does not include any engineering design services.
7. Does not include any pre-application process or any design review board type effort or presentations.
8. City of Chandler will schedule and secure all rooms for meetings and provide all public notices and flyers.

**EXHIBIT B
FEE SCHEDULE**

Classification	Man Hours	Current Rates	Total
Project Engineer	7	\$117.78	\$824.46
Sr. Project Landscape Architect / Project Mgr.	120	\$156.44	\$18,772.80
Project Landscape Architect Designer	45 322	\$110.81 \$74.13	\$4,986.45 \$23,869.86
Total Hours	494		
Total Labor and Overhead:			\$48,453.57
Subconsultants: Design			\$17,850.00
Rider-Levett-Bucknall (CPTED Evaluation)			
Total Cost:			\$66,303.57