

CITY OF DANA POINT
AGENDA REPORT

Reviewed By:	
DH	X
CM	X
CA	___

DATE: MARCH 23, 2005

TO: CITY MANAGER/HONORABLE MAYOR AND CITY COUNCIL

**FROM SHARIE APODACA, DIR. OF ADMINISTRATIVE SERVICES
KEVIN EVANS, RECREATION MANAGER**

SUBJECT: APPROVE AN AMENDMENT TO THE PARK, RECREATION AND OPEN SPACE MASTER PLAN CONTRACT WITH RJM DESIGN GROUP, INC. to: A) EXTEND THE TERM OF THE CONTRACT TO JULY 30, 2005; B) AUTHORIZE AN ADDITIONAL AMOUNT NOT TO EXCEED \$26,000 TO COMPLETE THE PROJECT; AND C) AUTHORIZE THE CITY MANAGER TO EXECUTE THE CONTRACT AMENDMENT

RECOMMENDED ACTION:

That the City Council approve an amendment to the Park, Recreation, and Open Space Master Plan Contract to: a) extend the term of the contract to July 30, 2005; b) authorize an amount not to exceed \$26,000 to complete the project; and c) authorize the City Manager to execute the contract amendment

ISSUES:

City Council approved a Consultant Services Agreement with RJM Design Group, Inc. to develop the Park, Recreation, and Open Space Master Plan and update the Conservation/Open Space Element of the General Plan. Council authorized an amount not-to-exceed \$108,832 and provided a caveat that the City Manager is authorized to approve up to 10% of the amount in additional payment for contingencies. An Amendment to the Agreement for Consultant Services with RJM Design Group Inc. is needed to extend the contract through July 30, 2005; in addition, authorization to transfer \$26,000 from the Undesignated General Fund is necessary to complete the project and to pay for additional unanticipated professional services. These services include meetings with staff, attendance at the upcoming Planning Commission and City Council Meetings, and additional printing costs as a result of revisions made to the Master Plan.

BACKGROUND:

On October 8, 2002, City Council approved a Consultant Services Agreement with RJM Design Group, Inc. to develop the Park, Recreation, and Open Space Master Plan and update the Conservation/Open Space Element of the General Plan. On October 15, 2002, RJM Design Group Inc. proceeded with the development of the plan based on the Scope of Work submitted to Council. The Consultant interviewed members of the public, youth sports organizations, elected officials and staff to develop a needs assessment. Three public workshops were conducted to provide additional insight into the needs of the community. Utilizing information obtained from the City's Community Survey of Parks and Recreation Facilities completed in 2001(Options Survey), the Consultant substantiated those results by conducting a random phone survey of 500 residents. The implementation of the project included a budget of \$99,332 contract cost, additional expenses not to exceed \$9,500 for Reimbursable Expenses and a 10% contingency not to exceed \$9,932. Based on the scope of the project and the extended review process, the project has exceeded the time frame outlined in the Agreement For Consultant Services.

DISCUSSION:

Development of the Park, Recreation, and Open Space Master Plan has exceeded the original time frame due to amendments and delays to the original scope of work. The collection of survey information through public workshops, interviews with members of the public, questionnaires sent to youth sports groups and the phone survey, extended the assessment phase of the project.

The final phase of the project includes the preparation and presentation of the Master Plan Project to the City Council for approval. A workshop is also scheduled for the Planning Commission to review and provide input to the document.

NOTIFICATION/FOLLOWUP:

RJM Design Group, Inc.

STRATEGIC PLAN IMPLEMENTATION:

In compliance with the Strategic Plan Initiative to provide open space, parks, recreational facilities, greenbelts and trails. To identify needs/opportunities, to enhance, expand and beautify existing areas and to actively seek new parks, open space and green belt areas.

FISCAL IMPACT:

Transfer \$26,000 from the Undesignated General Fund to the Master Plan account 21-99-20-0000-223

ALTERNATIVE ACTIONS:

1. Approve the recommended action with changes and/or modifications.
2. Reject the recommended action as submitted.
3. Other action as determined by Council

ACTION DOCUMENTS:**PAGE NO.**

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| A. | AMENDMENT TO THE PARK, RECREATION AND OPEN SPACE MASTER PLAN AGREEMENT FOR CONSULTANT SERVICES | 4 |
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SUPPORTING DOCUMENTS:

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| B. | PARK, RECREATION AND OPEN SPACE MASTER PLAN AGREEMENT FOR CONSULTANT SERVICES
(Hard copy provided) | 6 |
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ACTION DOCUMENT A

AMENDMENT TO
CONSULTANT SERVICES AGREEMENT

BETWEEN

CITY OF DANA POINT

AND

RJM DESIGN GROUP, INC.

This Amendment is made and entered into this 9th day of March, 2005 by and between the City of Dana Point, a municipal corporation (“CITY”), and RJM DESIGN GROUP, INC., a sole proprietorship, partnership, corporation (“CONSULTANT”)

WHEREAS, City and Consultant entered into an Agreement for Consultant Services dated October 8, 2002 to develop the Park and Recreation Master Plan and update the Conservation/Open Space Element of the General Plan.

WHEREAS, said Agreement for Consultant Services commenced on October 15, 2002 and concluded on October 15, 2003.

WHEREAS, said Agreement for Consultant Services provide services at a fee not to exceed \$108,832.

WHEREAS, City and Consultant have agreed to the scope of work as submitted.

NOW, THEREFORE, it is mutually understood and agreed by City and Consultant as follows:

Amend Agreement for Consultant Services to extend the term of the agreement to conclude on July 30, 2005.

Amend Agreement for Consultant Services to authorize an additional amount not to exceed \$26,000 to complete the project.

This Amendment shall be made effective upon execution by both parties and shall remain in effect until the termination of this amendment.

And all other terms and conditions of the Agreement for Consultant Services will remain in effect through the completion of the Park, Recreation, and Open Space Master Plan.

IN WITNESS WHEREOF, the parties hereto have caused this Amendment to the Agreement for Consultant Services to be executed on the effective date first above written.

CITY OF DANA POINT

RJM DESIGN GROUP, Inc.

By _____
Douglas C. Chotkevys, City Manager

By _____
Robert J Mueting, AIA, ASLA
Principal

By _____
Wayne Rayfield, Mayor

APPROVED AS TO FORM:

APPROVED AS TO FORM:

By _____
City Attorney

By _____
Robert J. Mueting, AIA, ASLA
Principal

Attest:

By _____
City Clerk