



MOUNTAINS RECREATION & CONSERVATION AUTHORITY

Los Angeles River Center & Gardens
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MEMORANDUM

TO: The Governing Board

FROM:  Joseph T. Edmiston, FAICP, Hon. ASLA, Executive Officer

DATE: March 7, 2018

SUBJECT: **Agenda Item VI(c): Consideration of resolution authorizing a professional services contract with Chee Salette Architecture Office, Inc. for architectural services for Ed Davis Park at Towsley Canyon, unincorporated Los Angeles County.**

Staff Recommendation: That the Governing Board adopt the attached resolution authorizing a professional services contract with Chee Salette Architecture Office, Inc. for architectural services for Ed Davis Park at Towsley Canyon, unincorporated Los Angeles County in the amount of \$71,170.

Background: In 2015, MRCA received a grant of Proposition 40 funds from the Santa Monica Mountains Conservancy in the amount of \$300,000 for planning and implementation of capital improvements for Ed Davis Park at Towsley Canyon. Because the property is used for hosting events, the grant funds will be used for expanding available space for those events and upgrading the park's accessibility in order to comply with the Americans with Disabilities Act (ADA).

In December 2017, MRCA staff distributed a Request for Proposal (RFP) for architectural services for a new 200 person capacity outdoor event pavilion and ADA path of travel from the proposed pavilion to other existing park facilities. Services needed include architecture and engineering disciplines including structural and electrical. The consultant will be responsible for obtaining required permits. Staff solicited proposals from 5 firms, all of whom had responded to MRCA's Request for Qualifications for design services in April 2017. After careful review of the five proposals, staff determined that Chee Salette Architecture Office, Inc. (Chee Salette) is the best suited to perform the work needed for this project. In addition to evaluating the competence and qualifications of each firm relative to the project, the following items were reviewed per the MRCA's Purchasing and Contracting Procedures, Section 3.3, Professional Services:

- List of names and contact information for clients for which services were performed in the last five years.

- Samples of the services performed including the scope and cost.
- Disclosure of any actions taken against the professional.
- A statement of change order(s) to plans or specifications or projects for which services were provided and the reason for the change order(s).

Chee Salette is a certified Minority Business Enterprise (MBE), Women Owned Business Enterprise (WBE), and as well as a Small Business Enterprise (SBE). Although landscape design will be performed by MRCA staff, Chee Salette's experience with landscape design brings additional value to this project. Chee Salette submitted a proposal in the amount of \$64,700 for architectural services (attached). Staff recommends that the Board approve 10% more than the proposal amount to allow for contingencies and additional services that are not known at this time.

Consideration: The proposed action would authorize a professional services contract to Chee Salette Architecture Office, Inc. in the amount not to exceed \$71,170.

Fiscal Impact: The contract will be funded through the existing Santa Monica Mountains Conservancy Proposition 40 grant and is included in the 17/18 budget. The proposed contract has no impact on the general fund. The cost of the proposal fits within what was budgeted for this service.