



MEMORANDUM

DATE: January 9, 2023

TO: Honorable Mayor and City Councilmembers
Dave Perrault, City Administrator

FROM: David Swearingen, P.E. Public Works Director / City Engineer

SUBJECT: Arden Manor Park Improvements – PSA Amendment with HR Green

Budgeted Amount:	Actual Amount:	Funding Source:
\$142,600	\$124,030	CDBG Funds, PIR – Parks

Council Should Consider

Motions to approve, table, or deny the following:

- Professional Services Agreement Amendment with HR Green in the amount of \$800.00.

Background

On April 12, 2021, City Council approved Resolution 2021-017 supporting the City’s application for a CDBG funding opportunity for Arden Manor Park. At a Work Session on November 15, 2021, Council discussed the proposed improvements at Arden Manor Park and Floral Park Hardcourt. At that Work Session, Council also directed Staff to bring forward the Professional Services Agreement from HR Green. At the November 22, 2021 Council meeting, the PSA with HR Green was approved to design and construct Arden Manor Park and Floral Park Hardcourt.

At the October 17, 2022 Work Session, Council discussed proposed improvements for the rest of Floral Park which included the play structure, shelter, trail and other ideas that may come up through public engagement events. After discussion, Council directed staff to bring forward the PSA amendment with HR Green to complete the Floral Park Improvements.

Discussion

Through the public engagement project survey effort for the Arden Manor Park, City Staff had requested that the consultant print and distribute door hangers throughout the Arden Manor community. The original scope of work was to only have HR Green prepare signage to setup at the parks. Because the door hanger effort was outside the scope of work initially agreed upon, HR Green has provided a PSA amendment (Attachment A) in the amount of \$800 to cover the additional time and materials. Staff recommends the City Council approve Attachment A in the amount of \$800.

Budget Impact

HR Green's amended PSA proposal is for a total contract amount not to exceed \$124,030 which includes design, Public Engagement, Council meetings, Open-House, CDBG administration items, RCWD grant application and administration, design for both parks, bidding assistance, and construction observation.

Attachments

Attachment A: PSA Amendment – HR Green