



Conejo Recreation & Park District

GENERAL MANAGER
Jim Friedl

BOARD OF DIRECTORS
Nellie Cusworth, Chair
Susan L. Holt, Vice Chair
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Chuck Huffer, Director
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DATE: November 3, 2022

TO: Board of Directors

FROM: Jim Friedl, General Manager 

SUBJECT: **Contract with California Skateparks in the amount of \$70,200 for Phase 2 Skatepark Construction Documents for Borchard Community Park Skatepark Renovation Project**

GENERAL MANAGER EMERITUS
Tex Ward

RECOMMENDATION

1. Approve concept plan of Borchard Community Park Skatepark.
2. Appropriate \$32,000 from General Fund Unassigned Fund Balance to Borchard Community Park Skatepark Renovation Project (Account 62-805-811-81702-027).
3. Authorize the General Manager to enter into Amendment #1 with California Skateparks in the total amount of \$70,200 for Phase 2 Construction Documents for Borchard Community Park Skatepark Renovation Project.

DISCUSSION

Background

In July 2021, the District entered into a design contract with California Skateparks to provide Design and Estimating Services for Borchard Community Park Skatepark. Since that time, California Skateparks:

- Met with key District staff from the Recreation and Parks divisions to further assess project needs,
- Prepared draft concept plans and met with staff and Skatepark focus group,
- Refined concept plans with staff and focus group input,
- Presented final design development plans to staff,
- Assisted staff in community meeting design presentation to the public.

From these efforts, a well-received concept plan (Exhibit A), which includes renovation of existing skatepark features as well as an expanded skatepark facility, was presented in several public and focus group meetings.

ADMINISTRATIVE OFFICES

403 West Hillcrest Drive, Thousand Oaks, CA 91360-4223
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District staff prepared, and recommends entering into, Amendment #1 (Exhibit B) with California Skateparks to provide the Phase 2 Construction Documents for this project. Furthermore, the contract is structured so that, at this time, the District is only obligated for CAS to complete Phase 2. Upon completion of Phase 2, staff will return to the Board for an update and a recommendation for further action regarding Phase 3 Construction.

Project Financial Status

FY 2022/23 BUDGET	
Approved Project Budget	\$ 58,000
Additional Appropriation (Transfers)	\$ 32,000
TOTAL BUDGET	\$ 90,000
FY 2022/23 COSTS	
PAID TO DATE (as of 10/24/2022)	\$ 9,500
PROJECTED COSTS*	
CAS Phase 2 – Construction Documents	\$ 70,200
Contingency, Permitting, Misc	\$ 10,300
TOTAL COSTS**	\$ 90,000
FY 2023/23 PROJECTED BALANCE	\$ 0
<i>* Phase 3 Construction (Estimated \$ 2,250,000) Upon completion of Phase 2, staff will return to the Board for an update and a recommendation for further action.</i>	
<i>** An additional \$42,500 was expended in FY 21/22 for Phase 1 Design and Estimating Services and other miscellaneous costs; total projected project costs to date \$132,000</i>	

STRATEGIC PLAN COMPLIANCE

Meets 2022 Strategic Plan Goal 2.3: Maintain the 10-Year Capital Improvement Plan. Regularly update the 10-year Capital Improvement Plan to prioritize projects and effectively plan and allocate future resources. As capital funding allows, execute, implement, and develop projects each year in accordance with the Plan. This Plan should include funds for accessibility improvements associated with park improvements. Update the Plan every two years as part of the Capital Budget process.

Meets 2022 Strategic Plan Goal 2.5: Maintain a capital improvement fund. Provide incentives for groups to improve District facilities through a grant funding application program for District approved projects.

Meets 2022 Strategic Plan Goal 4.6: Build, maintain, and support relationships with local organizations engaged in activities consistent with the District’s mission. Look for collaborative opportunities to expand services and fill unmet needs.

Respectfully submitted,



T. P. Hare, Administrator
Parks and Planning

Prepared by:



Andrew J. Mooney, Senior Park Planner
Parks and Planning

EXHIBIT A

Borchard Skatepark Concept Plan



EXHIBIT B

Amendment #1 with California Skateparks

Project Name: Borchard Community Park
Skate Park Project

**AMENDMENT #1
AGREEMENT FOR PROFESSIONAL SERVICES
BETWEEN CONEJO RECREATION & PARK DISTRICT AND
CALIFORNIA SKATEPARKS**

THIS AMENDMENT is made and entered into this 3rd day of November, 2022, by and between **CONEJO RECREATION & PARK DISTRICT**, a municipal corporation ("District"), and **CALIFORNIA SKATEPARKS** ("Consultant").

District and Consultant agree that by Amendment #1, the July 15th, 2021 contract is modified as follows:

2. DESCRIPTION OF SERVICES

The additional services to be performed by Consultant are to provide Construction Documents for Borchard Community Park Skate Park Project, more specifically detailed in Exhibit "B".

Upon completion of Phase 2 of Exhibit "B", Consultant shall provide a revised Task and Fee Schedule for subsequent Phases. Consultant shall only proceed with subsequent Phases upon direction and approval of the District with such services and compensation mutually agreed to in advance.

3. COMPENSATION AND PAYMENT

- (a) **Maximum and Rate.** The total compensation payable to Consultant for the services under this Agreement in Phase 2 **SHALL NOT EXCEED** the sum of \$70,200.00 (herein "not to exceed amount"), and shall be earned as the work progresses in accordance with the Task and Fee Table in Exhibit "B"

All other terms and conditions of the July 15, 2021 contract Design Services apply.

In concurrence and witness whereof, this Agreement has been executed by the parties effective on the date and year first above written.

CONSULTANT:

By:
Title:

CONEJO RECREATION & PARK DISTRICT:

Jim Friedl, General Manager



October 24, 2022

“EXHIBIT B”

Mr. Andrew Mooney
Senior Park Planner
Conejo Recreation & Park District
403 W Hillcrest Drive, Thousand Oaks, CA 91360

Re: Proposal for Construction Documentation
Borchard Skatepark and associated site improvements

SCOPE OF SERVICES:

California Skateparks shall prepare Construction Documents for the proposed skatepark and associated site improvements to include, sidewalks, fencing, shade structures, sports lighting, planting and irrigation.

PHASE 2 - CONSTRUCTION DOCUMENTATION

1.0 Construction Document Package Contents – California Skateparks will prepare Construction Documents for the Skatepark and associated improvements for submittal to District Staff at 50%, 95% and 100% complete levels.

Horizontal Control Plans

California Skateparks will prepare horizontal control plans, at an appropriate scale for the approved skatepark and associated site improvements. The plans will establish all horizontal control for the Skatepark terrain and associated improvements. The plans will also establish construction layout control points and establish a coordinate system for locating the skatepark features and associated site improvements for the project.

Grading and Drainage Plans

California Skateparks will prepare grading plans, at an appropriate scale, for the construction and drainage of water from the skatepark structure and site. California Skateparks will coordinate with District Staff for all grading work and protocols.

Sports Lighting and Electrical Plans

California Skatepark Sub-Consultant shall prepare Sports Lighting and the associated electrical plans for the skatepark and associated site improvements. The plans will include structural calculations for the lighting standards and all electrical power requirements and configurations.

Construction Details

As a companion to the construction plans, California Skateparks will prepare details for all of the construction items illustrated on the construction plans. The details will specify materials and all of the necessary information to construct the various elements of the skatepark and associated site improvements.

Deliverable: Plans submitted at 50%, 95% and 100% complete levels.

2.0 Construction Cost Opinions

California Skateparks will estimate construction costs for the Skatepark and associated site improvements at the 100% complete level. The detailed Construction Cost Opinion will break out each component of the scope of work on a line item spreadsheet with item descriptions and unit costs.

Deliverable: One (1) opinions of probable construction costs submitted at 100% level.



Phase 2A Project Permitting

1.0 Project Permitting

California Skateparks working with the Conejo Recreation and Park District Staff shall apply for and obtain all necessary building permits so that the project is "Construction Ready". The permitting Scope of Work shall assume up to two (2) in-person meetings.

Deliverables: Building, Grading, and Electrical Permits as required.

COMPENSATION/PAYMENT SCHEDULE

California Skateparks proposes to complete the work as described in the above Scope of Services for the fees indicated in the following schedule. The fees shown includes reimbursable costs.

Phase	Task Description	Fee
Phase 2	Construction Documentation by California Skateparks	\$50,130.00
Phase 2	Electrical Engineering by Lucci & Associates (Sub-Consultant)	\$15,870.00
Phase 2A	Project Permitting	\$4,200.00
TOTAL FEE		\$70,200.00

*Note Sub-Consultant Fee include 15% Administrative Mark-Up.

EXCLUSIONS

Please note that the tasks to be performed by California Skateparks are limited purely to those described herein. The Proposal excludes the following:

- Hazardous waste mitigation.
- Stormwater Pollution Prevention Plans

HOURLY RATE SCHEDULE 2022

Principal	\$195.00
Landscape Architect	\$175.00
Project Manager	\$155.00
Lead Designer	\$110.00
Associate Designer	\$90.00
Draftsperson	\$110.00
Estimator	\$100.00
Admin	\$65.00

EXAMPLE OF DIRECT COSTS ARE AS FOLLOWS

- Flights (based on coach fare rates domestic/ Business Class International)
- Car Rental (based on economy car rate)
- Accommodations (not to exceed \$300/night)
- Mileage (paid at \$0.60/mi)
- Meals (\$70.00/per diem, per person)
- Parking Fees (airport, garage, &/or metered)
- Tolls
- Printing/Duplicating/Plotting/Blueprinting

DIRECT COSTS

Blueprinting, reproduction, messenger service and all other direct expenses will be charged as an additional cost plus fifteen-percent (15%).



SUBCONSULTANTS

A Sub-consultant Management Fee of fifteen-percent (15%) will be added to the direct cost of all sub-consultant services to provide for the cost of administration, sub-consultant consultation and insurance.

SALES TAX

Fees associated with this project do not include sales tax in those states where sales tax applies to professional services or gross receipts. The amount of applicable sales tax, if any, is additive to gross charges.