

# CITY OF PALM DESERT STAFF REPORT

---

MEETING DATE: April 25, 2024

PREPARED BY: Shawn Muir, Community Services Manager

REQUEST: AWARD A CONTRACT TO WESTERN STATE BUILDERS FOR PALMA VILLAGE PARK IMPROVEMENTS IN AN AMOUNT NOT TO EXCEED \$381,437 (PROJECT NO. MPK00007)

---

## **RECOMMENDATION:**

1. Waive any minor proposal irregularities and award a contract to Western State Builders, Inc., of Escondido, California, in an amount not to exceed \$381,437 to construct improvements at Palma Village Park.
2. Authorize the Director of Finance to set aside \$78,000 in contingency for unforeseen circumstances.
3. Appropriate \$176,000 to CDBG Account No. 2204649-4400100, Palm Village Park Capital Project.
4. Authorize the City Manager to review and approve change orders for any unforeseen circumstances per Palm Desert Municipal Code Section 3.30.170.
5. Authorize the City Attorney to make any necessary, non-monetary changes to the Agreement.
6. Authorize the City Manager to execute said agreement and contract amendments as needed to complete said work.

## **BACKGROUND/ANALYSIS:**

The City was awarded Community Development Block Grant (CDBG) funds for improvements to Palma Village Park over Fiscal Years 2019/20, 2020/21, and 2021/22 in the total amount of \$312,000. To ensure the funds were allocated to a project that would best serve the neighborhood, a community meeting was held on November 3, 2022. A postcard mailer was sent to each residence in the neighborhood inviting residents to the meeting. The postcard included a QR code link to a survey for those who could not attend the meeting in person. The survey was also administered by staff at the community meeting to allow attendees and residents to weigh in on priorities for the use of the grant funds. Sports activities, lighting, security, park furnishings, and shade were all identified as priorities. Staff leveraged State of California Proposition 68 Per Capita funds to complete many of the community's requests. That project was completed in March 2024 and was inspected by the State of California. Survey respondents also selected a new picnic pavilion for the east side of the park. The CDBG funds were earmarked for the new pavilion and bar-b-que area on the east side of the park.

A request for proposals was issued on August 10, 2023, for design services to develop plans for the park improvements. On October 1, 2023, an agreement with In-Site Landscape Architecture, Inc. was executed for park design. With input from the Landscape Services division and other Public Works staff, the plans were finalized in February 2024.

City of Palm Desert  
Award Contract for Palma Village Park Improvements

---

A Notice Inviting Bids was advertised on February 22, 2024, and the solicitation closed on March 26, 2024. Bids were received from three vendors and bid bonds were verified. The lowest responsive bidder was Western State Builders, Inc. Staff recommends awarding the construction contract for Palma Village Park Improvements to Western State Builders, Inc.

**Legal Review:**

This report has been reviewed by the City Attorney’s office. In addition, the City Attorney has verified bid bonds.

**FINANCIAL IMPACT:**

Funds in the total amount of \$742,727 were included in the approved Capital Improvement Project (CIP) List for Fiscal Year 2022-23 and 2023-24 for the Palma Village Park Improvements. Community Development Block Grant funds in the amount of \$312,000 and Per Capita Grant in the amount of \$210,727 were awarded to support this project. Project Expenses total \$832,272 and exceed the current budget. In an effort to exhaust available CDBG Grant funds, staff requests a reduction to the Park Fund budget in the amount of \$87,018, and an appropriation of \$176,000 from available CDBG funds to Account No. 2204649-4400100.

<i>Item</i>	<i>Award</i>	<i>Budget</i>	<i>Contract</i>	<i>Appropriation Request</i>
<i>Park Funds 4004618-4400100</i>	FY 2022-23	\$210,727		
<i>Park Funds 4004618-4400100</i>	FY 2023-24	\$220,000		
<i>CDBG Funds 2204649-4400100</i>	FY 2023-24	\$312,000		
<i>Qovo – Security Cameras (A44650)</i>	Award 01/24/23		\$39,563.12	
<i>USA Shade – Shade Replacement (A44680)</i>	Award 01/24/23		\$27,139.46	
<i>Courtmaster Sports – Resurfacing (C44180)</i>	Award 01/24/23		\$37,793.13	
<i>Palmer Electric – Electrical Srvs (A45270)</i>	Award 05/18/23		\$8,500.00	
<i>GameTime – Furnishings (A45480)</i>	Award 10/03/23		\$108,926.25	
<i>In-Site Landscape – Design (A46410)</i>	Award 11/27/23		\$25,350.00	
<i>Signage and Lighting Improvements</i>	Pending		\$125,0000	
<b>*Western State Builders – Construction</b>	<b>04/25/24</b>	<b>(\$87,018)</b>	<b>\$381,437</b>	
<b>*Western State Builders – Contingency</b>	<b>04/25/24</b>		<b>\$78,000</b>	
	<b>Project Total</b>	<b>\$655,709</b>	<b>\$832,271.96</b>	<b>\$176,000</b>
	<b>Per Capita Grant Reimbursement</b>		<b>-( \$210,727.00)</b>	
	<b>Total Expenses</b>		<b>\$621,544.96</b>	

\*Current request

**ATTACHMENTS:**

1. Proposal – Western State Builders
2. Long-Form Construction Agreement
3. Payment and Performance Bonds
4. Plans – Palma Village Park Improvements