

# CITY OF PALM DESERT STAFF REPORT

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MEETING DATE: June 12, 2025

PREPARED BY: Brad Chuck, Public Works Superintendent  
Shawn Muir, Community Services Manager

SUBJECT: AWARD CONTRACTS TO FIVE VENDORS FOR PARK AND TRAILHEAD  
ENGINEERING AND DESIGN SERVICES (PROJECTS NO. CPK00004,  
CPK00005, CPK00006, CPK00008, CPK00009, MPK00001, MPK00008)

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## **RECOMMENDATION:**

1. Award Professional Services Agreement to Architerra Design Group for Park and Trailhead Engineering and Design services in the amount of \$119,299, plus \$11,930 contingency for unforeseen circumstances.
2. Award Professional Services Agreement to HAI, Hirsch & Associates, Inc. (Landscape Architects) for Park and Trailhead Engineering and Design services in the amount of \$125,140, plus \$12,514 contingency for unforeseen circumstances.
3. Award Professional Services Agreement to Hermann Design Group for Park and Trailhead Engineering and Design services in the amount of \$172,170, plus \$17,217 contingency for unforeseen circumstances.
4. Award Professional Services Agreement to In-Site Landscape Architects, Inc. for Park and Trailhead Engineering and Design services in the amount of \$400,051, plus \$40,006 contingency for unforeseen circumstances.
5. Award Professional Services Agreement to Interwest Consulting Group for Park and Trailhead Engineering and Design services in the amount of \$175,600, plus \$17,560 contingency for unforeseen circumstances.
6. Authorize the City Attorney to make necessary non-monetary changes to the agreements.
7. Authorize the City Manager to execute agreements, amendments, change orders, and any other documents necessary to effectuate this action.

## **BACKGROUND/ANALYSIS:**

### **Planned Improvements and Locations:**

The Fiscal Year 2024-25 Annual Budget includes funding to initiate design services for a series of park and trailhead improvement projects. These projects aim to enhance public recreational spaces through upgrades such as new playgrounds, shade structures, restrooms, and improved parking facilities. Each site has unique needs based on current conditions and intended use. Additional areas of concern were identified and incorporated into the design specifications during the bidding process, with the associated design costs included in the proposed Fiscal Year 2025-26 Budget.

The table below outlines the specific park and trailhead locations that will be addressed through this design effort, along with the key elements to be incorporated at each site:

Project No.	Location Name	Key Design Needs	Justification
CPK00004	Hovley Soccer Park	Sports fields, landscape, playground	<ul style="list-style-type: none"> <li>• Sports fields have become uneven over time</li> <li>• Playground equipment has reached useful life</li> <li>• Landscaping is in need of refreshed look</li> </ul>
CPK00005	Homme Adams Park	Parking, shade structure, restroom, park furnishings, landscape	<ul style="list-style-type: none"> <li>• Parking is limited and ADA parking is not available</li> <li>• No existing trailhead with park amenities such as shade, benches, and water</li> <li>• No restroom on site</li> </ul>
CPK00006	University Park	Playground	<ul style="list-style-type: none"> <li>• Playground equipment has reached useful life</li> <li>• Playground surfacing requires replacement</li> </ul>
CPK00008	Washington Charter	Playground	<ul style="list-style-type: none"> <li>• Playground equipment has reached useful life</li> <li>• Additional shade may be needed</li> </ul>
CPK00009	Randall Henderson Trailhead	Parking, shade structure, restroom, park furnishings, landscape	<ul style="list-style-type: none"> <li>• No existing trailhead with park amenities such as shade, benches, and water</li> <li>• Restroom is limited to the Bureau of Land Management Visitor Center, which is only open Friday through Sunday</li> </ul>
MPK00001	Freedom Park	Playground	<ul style="list-style-type: none"> <li>• No existing trailhead with park amenities such as shade, benches, and water</li> <li>• Consider updated playground design with natural barriers or fencing to protect children with autism, as requested at Parks &amp; Recreation Committee meetings</li> </ul>
MPK00008	Ironwood Park	Shade structure, water feature	<ul style="list-style-type: none"> <li>• Shade structure is reaching useful life</li> <li>• Consider water feature, as requested at Parks &amp; Recreation Committee meetings</li> </ul>

To support the delivery of these projects, the City proposes to retain multiple design consultants. Each consultant will be responsible for developing conceptual design plans, coordinating public engagement, completing necessary environmental documentation, preparing construction documents, and supporting the bidding and construction phases. The agreements will cover an initial term of three years, with two optional one-year extensions to provide flexibility between design completion and construction funding. Final deliverables will include a conceptual design plan with cost estimates, public engagement documentation, construction-ready plans and specifications, and consultant support through the bidding and construction phases.

**Selection Process:**

To select qualified consultants, the City issued a Request for Proposals (RFP) through the City's Opengov portal (PROJECT ID: 2024-RFP-156) on January 24, 2025. Eleven proposals were received by the March 18, 2025 deadline. A selection committee evaluated the proposals based on the clarity of the work plan, relevant experience, past performance, references, and cost. Based on proposal evaluations and scoring, staff recommend awarding the Parks and Trailhead Engineering and Design Project to five qualified vendors, as outlined in the table below:

Vendor	Ranking	Score (Max 100)
HAI, Hirsch & Associates, Inc (Landscape Architects)	1	93.44
Architerra Design Group	2	91.25
Hermann Design Group	3	90.00
Interwest Consulting Group	4	83.86
In-Site Landscape Architects	5	82.14

**Proposed Assignments:**

In addition to the proposal evaluations, the selection committee considered project compatibility, vendor qualifications, and overall proposal strength when determining final assignments. The recommended awards reflect a deliberate alignment between each consultant's expertise and the specific needs of the assigned projects.

Hovley Soccer Park – Interwest Consulting Group

Hovley Soccer Park serves a broad user base and involves multiple stakeholder groups, requiring a significant public engagement component. Interwest Consulting previously supported the City on the North Palm Desert Community Park project, demonstrating relevant experience in community outreach and multi-use park design.

Homme Adams Park – Hermann Design Group

Hermann Design Group is currently involved as a landscape design subcontractor on the adjacent Cahuilla Hills Park project. Assigning Homme Adams Park to the same consultant supports consistency in design approach between the two sites. The firm has completed similar work for the City and met project requirements effectively.

University Park and Washington Charter – HAI, Hirsch & Associates, Inc.

HAI's proposal included multiple examples of completed playground and park designs of comparable scale. These two projects involve relatively limited scope focused on playground upgrades, making them appropriate for a firm with HAI's experience in this type of work.

Randall Henderson Trailhead and Freedom Park – In-Site Landscape Architects, Inc.

In-Site Landscape Architects has recent experience working on similar park projects within the City, including design and construction support for Palma Village Park. The firm is also currently engaged as a design subcontractor at Civic Center Park. This assignment aligns with their demonstrated capacity and familiarity with City standards.

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Ironwood Park – Architerra Design Group

Architerra's proposal emphasized prior work involving water features and small-scale community parks. These qualifications correspond with the scope at Ironwood Park, which includes a shade structure and a water element.

Assigning consultants based on site compatibility and proposal strength is intended to align project needs with consultant capabilities. Staff believes this multi-vendor approach allows for efficient delivery while leveraging each firm's specific experience. Members of the Parks and Recreation Committee will be invited to participate in the design process for their assigned parks, providing input and updates during project development. Each final design will be presented to the full Committee prior to returning to Council for award of construction contracts.

**Legal Review:**

This report has been reviewed by the City Attorney's Office.

**FINANCIAL IMPACT:**

Funds in the total amount of \$3,600,000 are included in the Public Works Department's Capital Improvements Project List for Fiscal Year 2024-25 and 2025-26 under Account No. 4004618-4400100, and 4004618-4400200. The total proposed cost for design services across the seven sites is \$1,091,487, including 10 percent contingency. The table below provides a breakdown of the recommended contract awards by project, vendor, and associated costs:

<u>Project Number</u>	<u>Location Name</u>	<u>Vendor</u>	<u>Cost Proposal</u>	<u>10% Contingency</u>	<u>Total Cost</u>
CPK00004	Hovley Soccer Park	Interwest Consulting, Inc.	\$175,600	\$17,560	\$193,160
CPK00005	Homme Adams Park	Hermann Design Group	\$172,170	\$17,217	\$189,387
CPK00006 CPK00008	University Park Washington Charter	HAI, Hirsch & Associates, Inc.	\$125,140	\$12,514	\$137,654
CPK00009 MPK00001	Randall Henderson Trailhead Freedom Park	In-Site Landscape Architects, Inc.	\$400,051	\$40,006	\$440,057
MPK00008	Ironwood Park	Architerra	\$119,299	\$11,930	\$131,229
Total			\$992,260	\$99,227	\$1,091,487

The following table outlines the budget and cost for the multiple Parks and Trailheads:

<i>Description</i>	<i>Est. Carryover FY 2024/25</i>	<i>Proposed Budget FY 2025/26</i>	<i>Contract Amount</i>	<i>Balance</i>
Account No. 4004618-4400100	\$1,000,000	\$2,400,000		
Account No. 4004618-4400200		\$200,000		
Park and Trailheads – Contracts			\$992,260	
Park and Trailheads – Contingency			\$99,227	
Total	\$1,000,000	\$2,600,00	\$1,091,487	\$2,508,513

Upon completion of the design(s), the construction portion of the project(s) will be presented to the City Council for award. Therefore, at this time, there is no additional impact to the General Fund. Future award may require a transfer from the General Fund, if grant funds are not secured.

**ATTACHMENTS:**

1. Professional Services Agreement Architerra
2. Professional Services Agreement HAI, Hirsch & Associates (Landscape Architects)
3. Professional Services Agreement Hermann Design Group
4. Professional Services Agreement In-Site Landscape Architects, Inc.
5. Professional Services Agreement Interwest Consulting Group
6. Architerra Proposal
7. HAI, Hirsch & Associates (Landscape Architects) Proposal
8. Hermann Design Group Proposal
9. In-Site Landscape Architects, Inc. Proposal
10. Interwest Consulting Group Proposal