

# CITY OF PALM DESERT STAFF REPORT

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MEETING DATE: July 10, 2025

PREPARED BY: Shawn Muir, Community Services Manager

SUBJECT: AUTHORIZE THE PURCHASE OF SHADE STRUCTURES AND  
PLAYGROUND EQUIPMENT FOR THE CIVIC CENTER PARK  
IMPROVEMENTS (PROJECT NO. CFA00011)

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## **RECOMMENDATION:**

1. Authorize the purchase of seven playground shade structures from Shade Structures, Inc., dba USA SHADE & Fabric Structures, in the amount of \$492,158.92, plus \$50,000 in contingency for unforeseen expenses.
2. Authorize the purchase of playground equipment from Landscape Structures, Inc. in the amount of \$445,406.10, plus a \$45,000 contingency for unforeseen expenses.
3. Authorize the City Attorney to make necessary nonmonetary changes to the agreements.
4. Authorize the City Manager to execute the agreement and any other documents, changes, or amendments necessary to effectuate this action.

## **BACKGROUND/ANALYSIS:**

The Civic Center Park playground is an integral part of the City's largest and most frequented public park. In 2024, staff initiated a playground renovation project to address accessibility, safety, and general improvement needs. The new design is based on community input collected through surveys and outreach events and prioritizes inclusive play features and increased shade coverage.

On January 14, 2025, the City entered into agreements with Michael Baker International, Inc., and their subcontractor, In-Site Landscape Architecture, Inc., for design and engineering services. Their scope includes public engagement, conceptual planning, construction documents, and regulatory coordination. Final plans are currently under review by the City's Building and Safety Division and the City Engineer.

The approved design includes new accessible playground equipment and shade structures to enhance usability and aesthetics. The design specifies the use of products from:

- Landscape Structures, Inc. – playground equipment
- Shade Structures, Inc. dba USA SHADE & Fabric Structures – fabric shade structures

Both companies are authorized vendors under the California Multiple Award Schedules (CMAS) program, which complies with the City's purchasing policy requirements by ensuring pricing is obtained through an open and public competitive procurement.

City of Palm Desert  
Award Contracts for Civic Center Park Playground

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To expedite the construction timeline and avoid delays caused by long lead times (estimated at 4–6 weeks for playground equipment and 8–10 weeks for shade structures), staff recommends pre-purchasing the equipment now. These materials will be listed as owner-furnished items in the forthcoming construction bid documents, allowing the contractor to account for and coordinate installation accordingly.

Both vendors have demonstrated strong performance histories. USA SHADE has successfully completed shade installations for the City, including projects at the Palm Desert Aquatic Center, while Landscape Structures is a trusted provider that In-Site has collaborated with on multiple park projects with favorable outcomes.

**Appointed Body Recommendation:**

Draft designs for the renovated playground were presented to the Parks and Recreation Committee at its meeting on May 6, 2025. Committee members expressed support for the proposed improvements and emphasized the importance of incorporating public comments received during earlier outreach. Members also encouraged staff to apply lessons learned from this process to future park improvement projects.

A study session presentation was also held with the City Council on May 22, 2025. Council members were supportive of the project and underscored the importance of accessible play equipment and the broad community benefits of upgrading the Civic Center Park playground.

**Legal Review:**

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

**FINANCIAL IMPACT:**

The Public Works Department Capital Improvement Budget for Fiscal Year 2025/26 includes a total of \$2,286,624 for the Civic Center Park Improvements project under Capital Account No. 4004674-4400100 and 2334618-4400100; therefore, there is no additional financial impact to the general fund with this action. The table below provides a breakdown of the project budget and expenses:

<i>Civic Center Park Improvements</i>	<i>Estimated Carryover</i>	<i>Proposed FY 25/26 Budget</i>	<i>Contract Amount</i>	<i>Balance</i>
4004674-4400100	\$1,636,624			
2334618-4400100		\$650,000		
Park Design/Plans - Michael Baker			\$141,465	
*Shade Structures - USA Shade			\$492,159	
*Shade Structure – Contingency			\$50,000	
*Playground Equipment - Landscape Structures			\$445,407	
*Playground Equipment - Contingency			\$45,000	
**Estimated Construction - Installation			\$2,100,000	
Subtotal	\$1,636,624	\$650,000	\$3,274,031	(\$987,407)
Estimated appropriation request		\$1,000,000		
Total	\$1,636,624	\$1,650,000	\$3,274,031	\$12,593

\*Current Request

\*\*Estimated construction plus contingency

Construction bidding is anticipated to take place in July–August 2025, with a construction

contract award expected in September 2025. At that time, staff will return to the City Council to request approval of the construction contract award, and any additional budget appropriation necessary to fully fund the construction phase of the project.

Any unused contingency amounts from this procurement phase will be reallocated to support the construction phase of the project, thereby reducing the total appropriation needed at that time.

**ATTACHMENTS:**

1. City Goods and Equipment Purchase Agreement – USA Shade
2. City Goods and Equipment Purchase Agreement – Landscape Structures
3. Shade Structure Designs
4. Playground Designs