

APPROVED

REPORT OF GENERAL MANAGER

APR 02 2008

NO. 08-83

DATE April 2, 2008

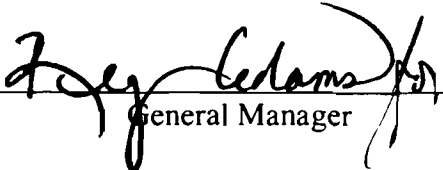
**BOARD OF RECREATION
and PARK COMMISSIONERS**

C.D. All

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: DEPARTMENT OF RECREATION AND PARKS CAPITAL IMPROVEMENT PROJECTS - MEMORANDUM OF UNDERSTANDING BETWEEN THE DEPARTMENT OF RECREATION AND PARKS AND THE BUREAU OF ENGINEERING FOR PROGRAM AND PROJECT MANAGEMENT, DESIGN, CONSTRUCTION AND TECHNICAL SUPPORT SERVICES

R. Adams _____	J. Kolb _____
J. Combs _____	F. Mok _____
H. Fujita _____	K. Regan _____
S. Huntley _____	*M. Shull <u>MS</u>



 General Manager

Approved _____ Disapproved _____ Withdrawn _____

RECOMMENDATIONS:

That the Board:

1. Approve the proposed Memorandum of Understanding (MOU) between the Department of Recreation and Parks (RAP) and the Bureau of Engineering (BOE), to perform Program and Project Management, Design, Construction Management and Technical Support services for the Department's Capital Improvement Projects (CIP), substantially in the form on file in the Board Office, subject to the approval of the Mayor and the City Attorney as to form;
2. Direct the Board Secretary to transmit the proposed MOU to the Mayor for review and approval, pursuant to Executive Directive No. 3, and to the City Attorney for review and approval as to form; and,
3. Authorize the General Manager to execute the proposed MOU, subsequent to approval of the City Attorney as to form.

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SUMMARY:

RAP operates over 600 recreation and park facilities that include recreation centers, senior citizen centers, childcare centers, boys and girls camps, golf courses, swimming pools, splash pads, tennis courts, athletic fields, skate parks, play equipment, beaches, lakes, dog parks, museums and trails totaling over 15,600 acres. This large multitude of facilities and amenities are supported by miles of roads, parking lots, sewers, storm drains, potable water mains, fire services, irrigation lines, lighting and electrical infrastructure which require the same planning for capital improvements as the infrastructure for the City as a whole.

RAP requests the services of the BOE for work on the Department's CIP. The responsibilities and activities designated to the BOE will include, but not be limited to, the following:

- Planning and Development – While RAP is responsible for the Advance Planning, Environmental Documentation and Mitigation Monitoring and Real Estate transactions associated with both the current and future needs of the City's Park System, BOE's role will be to provide support, as BOE staff availability permits, for technical services such as preparation of estimates, site plans, maps, budgets, schedules, geotechnical reports and topographic and property line surveys, and, where RAP is unable to provide services in a timely manner due to staffing availability, the BOE will also provide Environmental Documentation and Mitigation Monitoring services as well.
- Design – BOE shall provide complete design services for the RAP CIP Program and shall comply with approved RAP design standards and established policies of the Board of Recreation and Park Commissioners and current professional design standards. Design work will consist of three phases: Schematic Design Phase, Design Development Phase, and Construction Document Phase.
- Bid Award and Construction Administration – BOE shall be responsible for the preparation of all bid documents, publication of Notice Inviting Bids, Board Reports, pre-bid meetings, responses to questions from bidders, review of documents, providing full construction management services during construction, and coordination of work ranging from the initial bidding to the completion of the project.
- Record Drawings and As Built Drawings – After completion of a construction, BOE shall receive the construction record drawings from the contractor. Once received, BOE shall revise and correct the final construction documents indicating all changes made during construction based on the Contractor's records including, but not limited to, change orders, plan corrections and addenda.

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BOE has been providing program and project management, including design, construction, and technical support services, for RAP Capital Improvement Projects for four years. The proposed MOU between the two departments will memorialize the understanding between BOE and RAP regarding the terms and conditions of the services provided by the BOE.

Staff recommends that the Board approve the MOU.

FISCAL IMPACT:

There will be no adverse fiscal impact to the Department's General Fund associated with this project, because funding will be provided on a project-by-project basis.

Report prepared by Gino Ogtong, Management Analyst II, Contract Administration Section and reviewed by Cid Macaraeg, Senior Management Analyst II, Real Estate and Contract Administration Services.