



Agenda Item C.2
DISCUSSION/ACTION ITEM
Meeting Date: October 3, 2018

TO: Chair and Members of the Parks and Recreation Commission

FROM: Vyto Adomaitis, Neighborhood Services & Public Safety Director

CONTACT: JoAnne Plummer, Parks & Recreation Manager

SUBJECT: Playground Selection Ad Hoc Committee

RECOMMENDATION:

Appoint two members of the Commission to an Ad-Hoc Committee to assist with playground vendor interviews and selection for Berkeley Park, Andamar Park, Winchester I & II Parks.

BACKGROUND:

The City is replacing playground equipment at Berkeley Park, Andamar Park, Winchester I & II Parks. This effort included the assessment of the existing conditions, options for playground expansion or relocation consideration, input from public meetings and neighborhood outreach for surveys, direction from the Parks & Recreation Commission and a Request for Proposals (RFP) process from vendors.

The RFP process took place in August, where six vendors submitted two designs for each park. Staff reviewed the qualifications of the vendors, checked references and solicited input from residents with young children who live in the neighborhoods and have actively participated in the public meetings about the parks and the playground replacement. The six vendors have been narrowed down to three.

DISCUSSION:

While the types of equipment that would be placed in the parks was approved by the Parks & Recreation Commission in the Fall of 2017, there were more steps to the process. The City Council voted in the Spring of 2018 to support the use of a unitary surface in all new and improved playground spaces. This action allowed staff to better understand the costs associated with surfacing, providing an understanding of the funds available for equipment, demolition, installation and construction of accessibility paths, in the aforementioned parks.

The next step in choosing a vendor would be to conduct interviews with the top three vendors. Staff is seeking the assistance of the Commission to be involved in the selection process through the appointment of an Ad-Hoc Committee. This committee would consist of two current Parks & Recreation Commissioners who would serve on an interview panel with staff from the Public Works and the Neighborhood Services & Public Safety Departments. The interviews are scheduled on Wednesday, October 10, 2018 from 1pm – 5pm at City Hall. The interview panel would make a final determination choosing one vendor for all four parks and would be forwarded to the City Council to award the contract for purchase at a future date.

The outcomes of this process will be shared with the Commission at the next regularly scheduled meeting on December 5, 2018.

ALTERNATIVE:

Should the Commission not select two members to serve on the Ad-Hoc Committee, staff will move forward with the interviews and share information with the Commission at a Special Meeting to take place on Wednesday, October 17, 2018 at 6:00 pm.

FISCAL IMPACTS:

No fiscal impacts are anticipated, however a delay in this process subsequently delays the long awaited park playground equipment installation, potentially resulting in additional costs and bid withdrawals from one or more vendors; thus making a secondary RFP process necessary.



Vyto Adomaitis,
Neighborhood Services
& Public Safety Director