



REPORT TO CITY COUNCIL

To: Honorable Mayor and Members of the City Council

From: Jason Simpson, City Manager

Prepared by: Shannon Buckley, Assistant City Manager

Date: April 9, 2024

Subject: Annual Professional Design Services On-Call Agreement in Support of City of Lake Elsinore's Minor Construction Projects

Recommendation

Approve and authorize the City Manager to execute the Professional Design Services On-Call Agreements with STK Architecture Inc., in the amount not to exceed \$50,000 in the form attached and in such final form as approved by the City Attorney.

Background

On-call contracts allow a city to mobilize maintenance and construction services quickly and easily under pre-negotiated terms and conditions. The City may require design services due to an urgent matter, or because the City is unable to develop minor project design improvements and obtain project results in a timely manner. For a City who needs to engage a general or specific construction service, the benefits of having an on-call design contract in place include:

- Wide span of technical expertise
- Resource availability and flexibility
- Commitments as needed for services
- Accelerated technical design elements
- Independent and objective assessments and proposals
- Validation of resolution-oriented actions

Discussion

The on-call design professional services in the City of Lake Elsinore are an essential resource to rehabilitate City amenities and efficiently develop low-cost construct documentation needed for public bids on minor construction projects. On October 11, 2023. Staff solicited proposals for

STK On-Call Agreement

design services and received six proposals and are recommending contracting with STK Architecture Inc.

In this scope of work, STK Architecture Inc. will perform on an on-call and as-needed basis municipal design, conceptual programming, and due diligence project research. Projects will be assigned by The City based on many considerations such as applicable experience and specific qualifications. The City of Lake Elsinore's design needs include emergency, quick response, investigative forensics; site information, building information, conceptual design, logistics/operations, maintenance, open space utilization, and storage services.

STK Architecture Inc. will perform a wide variety of on-call design services for minor construction work. All assigned work will be proposed in writing, reviewed, negotiated by Staff, and approved prior to work execution. STK Architecture Inc. has designed several impressive projects in the City and include the following projects: Diamond Stadium seating remodel, Rosetta Canyon Sports Park, Launch Pointe RV Resort, The Neighborhood Community Center, Public Works Administrative Building, and City Hall.

Following the approval of this agenda item and execution of the attached agreement design services will be immediately available to the City. Staff has reviewed and verified that the contractors have valid licenses. A review of the contractor's references and General and Auto Liability Insurance and Workers' Compensation Insurance will be in place naming the City as additional insured.

Fiscal Impact

Funds are budgeted in the Fiscal Year 2023/24 budget.

Attachments

Attachment 1- Agreement On-Call Design Professional Services
Exhibit A - Proposal Dated November 5, 2023