

August 3, 2004

Honorable Mayor and Members of  
the Hermosa Beach City Council

Regular Meeting of  
August 10, 2004

**PROJECT NO. CIP 02-626 COMMUNITY CENTER COMPLEX ADA UPGRADES, PHASES 3,  
4 AND 5 - APPROVAL OF PROFESSIONAL SERVICES AGREEMENT FOR DESIGN**

**Recommendation:**

It is recommended that the City Council:

1. Award a Professional Services Agreement to J.C. Chang & Associates, Inc. for an amount not to exceed \$48,430; and
2. Authorize the City Clerk to attest and the Mayor to execute said agreement, upon approval as to form by the City Attorney.

**Background:**

The 2004-2005 Capital Improvement Program Budget includes Community Development Block Grant (CDBG) funding for the design and construction of architectural upgrades to the Community Center Complex as required by the Americans with Disabilities Act.

The services of an architect are needed to supplement the design capacity of the Public Works Department. These services will include the preparation of detailed design plans, specifications, cost estimates and other construction documents as required.

A total of eleven architectural firms were contacted for Statement of Qualifications. Three Statements of Qualifications were received from the following firms:

1. J.C. Chang & Associates, Inc.
2. Bryant, Palmer, & Soto, Inc.
3. Caldwell Architects

**Analysis:**

Each firm was evaluated on the basis of the scope of services, similar projects, resumes of key personnel, fee schedule and work schedule. J.C. Chang & Associates, Inc. is a full service architectural-engineering firm. Their hourly rates are the lowest and they have extensive ADA design experience. They are also a Minority-Owned Business Enterprise (MBE) whose participation is encouraged under the CDBG Program. Staff, therefore, recommends award of this project to J.C. Chang and Associates, Inc. to provide the required services.

The general scope of work consists of the following:

1. Programming Phases
2. Schematic Design
3. Design Development
4. Construction Documents

The detailed scope of work may be found in Exhibit A of the Professional Services Agreement.

**Fiscal Impact:**

The FY 04-05 budget for this project is \$148,222 in CDBG Funds. After paying the \$48,430 for the architectural design and engineering, \$99,792 will be available for the next phase of construction. Because funding is limited for this fiscal year, construction will be phased over the next two to three years.

Attachment: Professional Services Agreement

Respectfully submitted,

Concur:

\_\_\_\_\_  
Homayoun Behboodi  
Associate Engineer

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Richard D. Morgan, P.E.  
Director of Public Works/City Engineer

Noted for Fiscal Impact:

Concur:

\_\_\_\_\_  
Viki Copeland  
Finance Director

\_\_\_\_\_  
Stephen R. Burrell  
City Manager