

STAFF REPORT

Date: **October 23, 2024**

To: **Mayor and City Council**

Through: **Jackie Bryant, Interim City Manager**

Subject: **Staff Report (For Possible Action): Approval of Consultant Agreement with Odyssey Engineering, Inc. for the design services of the Pembroke Flat Fields project in an amount not to exceed \$385,200 and reallocation of the remaining \$64,800 to cover construction costs for the Idlewild Pond Rehabilitation Project. (ARPA funds)**

From: **Karina Mercier, Project Manager**

Department: **Parks and Recreation**

Summary:

The City of Reno is working to decrease the flat field amenity gap for residents by supporting the development of flat fields at the City-owned Pembroke property. At the direction of City Council, staff advertised a Request for Qualifications (RFQ) to design, build, and operate a sustainable multi-use flat field complex at the Pembroke site, resulting in only one bid which was not selected to move forward. Council directed staff to move the project to final design to get the project to achieve a ‘ready for implementation status and to create documents that will provide accurate cost estimates and support funding efforts. Staff selected Odyssey Engineering, Inc. as a consultant from the City of Reno’s Civil Site Design unranked list of consultants from the 2024 to 2026 statement of qualifications (SOQ) to proceed with the final design and construction documents for the Pembroke Project in an amount not to exceed \$385,200. The original allocation for this design was \$450,000 staff is recommending Council reallocate the remaining \$64,800 to cover construction costs associated with the ARPA funded Idlewild Pond Project.

Consent Review	Yes	No
1. Is this item an annual or standard item that comes before Council for regular approval?		X
2. Is this item an agreement required based on an item previously approved by Council?	X	
3. Is this item included in the current budget approved and adopted by Council?		X
Other Considerations		
What percent of the total City budget does this item represent?	0.05%	

Alignment with Strategic Plan:

Economic and Community Development

Arts, Parks, and Historical Resources

Infrastructure, Climate Change, and Environmental Sustainability

Previous Council Action:

October 9, 2024 – Council approved award of contract for the Idlewild Pond Rehabilitation Project in an amount not to exceed \$1,629,174.

August 28, 2024 – Staff presented results of the RFQ process, not awarded to any bidder and Council directed staff to proceed with procuring final design documents for the Pembroke Project.

April 24, 2024 – Presentation about the status of the American Rescue Plan Act (ARPA) funded, City-owned Pembroke Flat Field project to Council, which gave direction to proceed with the procurement process to advertise an RFQ for proposals for the development of Pembroke Flat Fields.

September 13, 2023 – Council approved an agreement for professional services with CFA, Inc. to conduct a land survey, civil engineering, and land use planning services covering the project's initial analysis and site layout of Pembroke Flat Fields in the amount of \$158,990.

March 8, 2023 – Council approved an allocation of the Coronavirus State and Local Fiscal Recovery Funds (SLFRF) through ARPA for flat field support in the amount of \$2M to develop flat fields.

Background:

On March 11, 2021, President Biden signed the American Rescue Plan Act (ARPA), providing the City of Reno with \$51,519,997 in SLFRF. On March 8, 2023 as part of the second tranche of allocations, Council allocated \$2,000,000 for flat field support. Flat fields are a vital amenity in Reno, which currently owns 19 but needs 30 additional fields to meet the national median as established by the Parks, Recreation and Open Space Master Plan.

City-owned property located north of Pembroke Drive and west of Veterans Parkway ([APNs] 021-050-01, through 021-050-03) is the proposed site for these fields as an allowed use within Washoe County's Critical Flood Zone 1, requiring floodplain mitigation.



City of Reno
Department of Public Works
1 E. First Street
Reno, NV 89501

Pembroke Flat Fields Vicinity Map

Date: September
2024

The information herein is
approximate and is intended
for display purposes only.

On September 13, 2023, Council awarded a contract to CFA Inc. for planning and initial design,

considering flood and groundwater challenges.

On April 24, 2024, the Parks and Recreation Department presented an update on this ARPA-funded project to Council as well as a letter of interest received by the Great Basin Youth Soccer League to operate and maintain the fields. At this time, Council directed staff to begin the procurement process to advertise a RFQ for the development and operation of Pembroke Flat Fields, reflecting the City's strategic priorities and meeting ARPA's stringent timelines and requirements. The RFQ resulted in one proposal from GBYSL/RYSA, which was reviewed by an evaluation committee and not recommended to move forward due to an insufficient financial plan not allowing for timely expenditure of the ARPA funds.

Discussion:

Securing a final design for the Pembroke Project is an essential next step in realizing the project's goals, as it would move the project to a "shovel-ready" status while complying with the stringent expenditure requirements for ARPA funds. As the site is within critical flood zone 1, allowed uses are limited, meaning the design would have a long shelf life and would still be usable if funding to develop the full complex does not become available in the next few years.

As part of the final design and construction documents, Odyssey Engineering, Inc. will provide the City with the following deliverables:

- Boundary map to locate the project boundary and associated interior parcel lines.
- Topographic survey showing one-foot contour intervals.
- Landscape plans necessary for permitting and construction, including planting, irrigation and construction details.
- 3-D renderings of the proposed site.
- Traffic Impact Analysis and Improvement recommendations.
- Engineer stamped letter or submittal for site plan review.
- Flood Pool Analysis Report to evaluate the potential impacts from development on adjacent/downstream properties.
- Formal jurisdictional determination from the United States Army Corp of Engineers.
- All documents required for an administrative site plan review including: 100% Design Plans, 100% Technical Specifications, 100% Engineer's Estimate of probable construction costs and phasing plan, Final Hydrology Report and Final Drainage Report.
- Electrical plans necessary for permitting and construction, including site lighting and photometrics for parking area solar lighting.
- Final report of the impacts of proposed development on the ecosystem of bald eagles.
- Plan set for Effluent Water for irrigation.

Financial Implications:

Council previously allocated \$450,000 in ARPA funds for the design for the Pembroke Flat Field project. If this contract is approved, there will be a remaining allocation balance of \$64,800 to be reallocated at Council's discretion. Staff recommends reallocating the remaining \$64,800 from the Pembroke Flat Field project to cover construction costs associated with the Idlewild Pond Rehabilitation Project. The Idlewild Pond Rehabilitation project has a budget of \$1,629,174 which is primarily ARPA funded but also includes \$138,174 from the Parks Capital Maintenance Fund. Reallocating the remaining allocation balance from the Pembroke Flat Field project to the Idlewild Rehabilitation project would leave \$64,800 available for other priority Parks Capital Maintenance projects.

Legal Implications:

: Legal review completed for compliance with City procedures and Nevada law. Funds will be allocated and spent in compliance with ARPA, Department of Treasury Final Rule, and City purchasing policies and procedures. The parties are bound by the terms of the agreement as prepared by the Office of the City Attorney

Recommendation:

Staff recommends approval of the award of Consultant Agreement with Odyssey Engineering, Inc. for the design services of the Pembroke Flat Fields project in the amount not to exceed \$385,200 and authorize the Mayor to sign, and reallocation of the remaining \$64,800 to the Idlewild Pond Rehabilitation Project.

Proposed Motion:

I move to approve the award of Consultant Agreement with Odyssey Engineering, Inc. for the design services of the Pembroke Flat Fields project in the amount not to exceed \$385,200 and authorize the Mayor to sign, and reallocate the remaining \$64,800 to the Idlewild Pond Rehabilitation Project.

Attachments:

Odyssey Engineering Inc. Consultant Agreement for Design of Pembroke Flat Fields