

STAFF REPORT

Date: August 28, 2024

To: Mayor and City Council

Through: Jackie Bryant, Interim City Manager

Subject: **Staff Report (For Possible Action): Presentation on the status of the request for qualifications (RFQ) #2024-13 for Pembroke Flat Field Development utilizing American Rescue Plan Act (ARPA) funds on City-owned land and discussion on design, construction, operations, maintenance, and possible next steps to include possible direction to expend up to \$450,000 to take the project to final design.**

From: Damaris McGlone-Eymard, Management Analyst

Department: Parks and Recreation

Summary:

Staff will provide an update on the status regarding submitted request for qualifications (RFQ) proposals for the Pembroke Flat Field improvements on a City-owned parcel on Pembroke Drive (west of Veterans Parkway), including an evaluation of feasibility, assessment of the proposal, and potential next steps based on Council direction. An RFQ was advertised on June 4, 2024, for the development of the Pembroke Flat Fields to design, develop, build, operate, and maintain a multi-use flat field complex. The RFQ was sent to those listed on the Prospective Bidders List comprised of twenty-six (26) vendors, all who downloaded the RFQ. Two (2) vendors expressed interest although one (1) was non-responsive and not responsible submitting an incomplete RFQ proposal (staff did notify to correct by the deadline without response), resulting in one (1) responsive and responsible submission by Bowman Consulting and the community non-profit Great Basin Youth Soccer League (GBYSL). The RFQ closed on July 25, 2024, following a thorough review and evaluation process based on the criteria set forth in the RFQ, in the best interest of the City, the evaluation committee decided to refrain from making any selection for this project at this time. The selection was particularly influenced by the need for the selected organization needs to demonstrate their capacity for Expertise in Managing Large-Scale Recreational Facilities, Financial Robustness, and Environmental and Technical Capability.

Alignment with Strategic Plan:

Arts, Parks, and Historical Resources

Economic Opportunity, Homelessness, and Affordable Housing

Infrastructure, Climate Change, and Environmental Sustainability

Previous Council Action:

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 ARPA, providing the City of Reno with \$51,519,997 in SLFRF, which were then allocated to projects like the \$2M planning and execution of flat fields on March 8, 2023. These fields are vital as Reno currently owns 19 but needs 45 more to meet the national average of one flat field per 9,177 residents, highlighting a significant service gap. The proposed site for these fields is on City-owned property in Washoe County's Critical Flood Zone 1, requiring floodplain mitigation. On September 13, 2023, Council awarded a contract to CFA Inc. for planning and design, considering flood and groundwater challenges. Additionally, on March 7, 2024, the GBYSL expressed interest in constructing and maintaining these facilities to enhance community life. On April 24, 2024, the Parks and Recreation Department presented an update on this ARPA-funded project to Council, which then directed the commencement of the procurement process to advertise an RFQ for the development of Pembroke Flat Fields, reflecting the City's strategic priorities and meeting ARPA's stringent timelines and requirements.

Discussion:

The City of Reno acknowledges and values the GBYSL's proactive efforts in responding to the RFQ for the Pembroke Flat Fields project. GBYSL's initiative and dedication to assembling a competent and qualified team of subcontractors demonstrates their commendable and deep commitment to enhancing flat field recreational facilities, which is vital for the community's well-being and youth development. Their proposal reflects a keen awareness and profound understanding of the community's desire for improved sports and recreation amenities and recreational needs and highlights their role as a pivotal and engaged community partner and advocate dedicated to promoting and fundraising for youth sports.

However, the scope and financial requirements of this project, as outlined in the RFQ, require capabilities and resources that extend beyond GBYSL's current operational and financial capacity. The estimated opinion of probable cost of \$22.3M, provided by the proposed construction subcontractor, CORE, represents a significant fiscal challenge for GBYSL. While they have demonstrated resourcefulness in rallying community and technical support, the long-term financial sustainability, including securing and managing substantial funds, and the maintenance and operations of a project of this magnitude, including an effluent management plan, pose potential risks that could impact the City of Reno and its citizens.

Specifically, the GBYSL proposal outlines a development timeline spread across ten years and five phases, which presents significant logistical challenges, especially in relation to the financial stipulations set by the ARPA funds. These funds, governed by federal guidelines, require that allocations be encumbered, and expenses be incurred within a specific and short time frame. The current phased approach raises concerns about the ability to meet these timelines effectively, risking non-compliance with ARPA requirements and potentially jeopardizing the financial integrity of the project.

While appreciating GBYSL's initiative, it is crucial to recognize that their current capabilities and financial approach may not sufficiently align with the project's extensive financial needs and the stringent timelines mandated for ARPA fund usage. Managing a project of this scope, requiring an estimated \$22M and extensive long-term maintenance and operational planning extends beyond GBYSL's demonstrated capacity. The City of Reno remains grateful for GBYSL's passionate involvement and seeks Council guidance on how to proceed in a manner that protects both the City's and its citizens' interests, ensuring fiscal responsibility and the strategic utilization of resources. It is essential for Council to consider these aspects to ensure that the project not only fulfills its intended goals but also safeguards the City's financial and community interests.

GBYSL's involvement has been instrumental in bringing this project to the forefront; however, the practicality of managing such a large-scale development requires careful consideration. The selected organization needs to demonstrate its capacity regarding:

- **Expertise in Managing Large-Scale Recreational Facilities:** The ability to handle large-scale projects not just from a construction standpoint but also in terms of long-term operation and maintenance.
- **Financial Robustness:** Strong financial backing to co-invest with the City and manage the financial aspects effectively, especially the rapid allocation and expenditure of ARPA funds.
- **Community Integration and Impact:** Plans that align with community needs, enhance recreational opportunities, and are expected to contribute to economic growth through increased tourism.

- **Environmental and Technical Capability:** Proficiency in managing projects in environmentally sensitive areas, particularly regarding flood mitigation and sustainable development.
- **Public Engagement:** Strategies for ensuring community access and engagement, transparent allocation of facility use, and equitable community benefits.

Each of these aspects is critical in determining the success of the Pembroke Flat Fields project to comprehensively address these criteria with detailed plans, financial projections, and demonstrated capability and past performance in similar projects. The City of Reno is grateful for GBYSL's passion and dedication and seeks Council guidance on the next steps to ensure that any decision aligns with both the City's strategic objectives and its commitment to fiscal responsibility and community benefit.

Financial Implications:

Council previously allocated \$2M in ARPA funds to support this project. After the initial site analysis there is \$1,840,010 remaining to be expended. The submitted RFQ has an opinion of probable cost by construction contractor, CORE, in the amount of \$22,396,957. No additional funds are requested currently.

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.

Recommendation:

Staff recommends Council direct staff to procure final design construction plans for all phases, ensuring the project is "Shovel Ready." Additionally, staff should work simultaneously with stakeholders and potential partners to develop a funding plan for construction.

Proposed Motion:

I move to direct staff to select a consultant from the City's Civil Site Design unranked list of consultants from the 2024 to 2026 statement of qualifications (SOQ) and proceed with the final design and construction documents that includes a phased build-out plan for the entire project at an amount not to exceed \$450,000. Additionally, I propose that staff work closely with community stakeholders to develop a comprehensive operational and funding plan for the City-owned parcel on Pembroke Boulevard designated for the ten flat fields as previously discussed.

Attachments:

RFQ #2024-13-Pembroke Flat Field Development
Bid Document Download List