



City Council Agenda Report
March 18, 2025

TO: Honorable City Council

FROM: Jesus M. Gomez, City Manager

BY: Allan Perdomo, Director of Recreation and Park Services

SUBJECT: RESOLUTION NO. 25-10 – BUDGET AMENDMENT AND AGREEMENT FOR PLANNING AND DESIGN SERVICES FOR NORWALK PARK, HOLIFIELD PARK, AND ROBERT WHITE PARK

Background:

In 2018, the City hired a landscape architecture firm that assisted in developing two Park Master Plans, one for Norwalk Park and the other for Hermosillo Park. As part of the Hermosillo Park Master Plan, community engagement meetings were held that led to the successful submission and award of a California State Park Prop 68 grant for \$8.5 million to rehabilitate Hermosillo Park in 2020.

Norwalk and Holifield Park

The County of Los Angeles Regional Park and Open Space District (RPOSD) has allocated a category of funds entitled Technical Assistance Program (TAP) to assist cities in increasing their park acreage and analyzing potential vacant parcels of land that can be developed into parks and open space. The City received a TAP allocation of \$185,000 to assist the City in adding park space. The City will utilize these funds as follows:

- 1) Develop a concept plan incorporating the newly acquired Cal-Trans lots into Norwalk Park's footprint and connecting the Norwalk Arts and Sports Complex parking lot and the Norwalk Aquatic Pavilion parking lot.
- 2) Conduct community engagement meetings to pursue the Land and Water Conservation Fund, a grant administered through the United States National Park Service for Norwalk Park.

- 3) Develop a Park Master Plan for Holifield Park that will incorporate the 15 acres acquired from the United States Air Force.

Robert White Park (RWP)

In 2024, RWP witnessed park improvements such as a new playground, a modular restroom, and the City's first Dog Park. The park still requires a Master Plan that will provide staff with the framework for future improvements, such as a lighting system, irrigation, American with Disabilities Act (ADA) accessibility, parking, electrical, and other improvements to the park and Shoshonean Campsite.

On December 24, 2024, the City issued a Request for Proposal ("RFP") 25-803 to solicit firms to provide planning and design services at three City Parks. Requested services include:

- Updates to the 2019 Norwalk Park Master Plan to incorporate additional park space
- Community Engagement assistance
- Design and landscaping plans

Proposals were received from the following six (6) firms:

1. Agency Artifact
2. Chee Salette
3. David Volz Design
4. dSantana Arquitectura
5. MIG
6. Verde Designs

An evaluation committee of City staff from the Recreation and Park Services Department and the Public Services Department evaluated the submittals. The submitted proposals were evaluated based on RFP 25-803 criteria as part of the typical RFP process. Each firm's proposal was provided with a score based on the review.

The results of the ranking and fee proposals are shown in Table 1 below.

Table 1 – Qualification Ranking Summary

Firm Name	Qualification Ranking	Fee Proposal
Agency Artifact	74.75	\$ 1,305,600.00
Chee Salette	68.75	\$ 817,980.00
David Volz Design	88.5	\$1,635,403.00
dSantana Arquitectura	74.75	\$1,864,590.00
MIG	88.75	\$673,816.00
Verde Designs	85	\$851,976.50

After reviewing all the solicitations, the staff determined that David Volz Design (DVD) is the most qualified firm for the scope of work. After reviewing the fee proposal, staff met with DVD to

review the scope of work and fee schedule. The fee proposal after adjusting the scope of work is \$626,216.

Staff reviewed the DVD fee proposal of \$626,216 and determined the fee was commensurate with the proposed work and within the City’s available budget for this study.

Fiscal Impact:

The total fiscal impact for preparing the proposed services is \$626,216. As summarized in Table 2 below, the item is not currently budgeted in Fiscal Year 2024/25, so a budget amendment is required.

Table 2 – Available Funding

Fund	Budget Unit	Anticipated Cost
City Fund 743 – Park Renovation	743-70-7363-2063 743-70-7353-2063	\$444,476.00
Regional Park and Open Space District – Technical Assistance Program (TAP) Funds	461-70-7377-2063 461-70-7363-2063	\$181,740.00

Citizens Advised:

N/A

Strategic Plan 2023 Implementation:

The recommended action is consistent with the City’s 2023-2025 Strategic Plan: Goal 2: Work in Partnership with our Community to Achieve Safe and Livable Neighborhoods; and Goal 4: Support Sustainability and Climate Resilience Throughout the Community.

Recommended Action:

Staff recommends City Council:

- a. adopt, Resolution No. 25-10, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NORWALK AUTHORIZING AN AMENDMENT TO THE FISCAL YEAR 2024/25 BUDGET FOR THE NORWALK PARK, HOLIFIELD PARK, AND ROBERT WHITE PARK PLANNING AND DESIGN PROJECT, in the amount of \$626,216; and
- b. approve an agreement with David Volz Design for planning and design services for \$626,216; and authorize the City Manager to execute the agreement and any amendments, provided there is funding in the budget and it is within the City Manager’s signing authority, on behalf of the City, in a form approved by the City Attorney.

**City Council
Park Master Plans – Resolution No. 25-10, Budget
Amendment**

**March 18, 2025
Page No. 4**

Attachments:

Resolution No. 25-10