



# STAFF REPORT

**Report To:** Board of Supervisors

**Meeting Date:** May 5, 2016

**Staff Contact:** Vern L. Krahn, Senior Park Planner (VKrahn@carson.org)

**Agenda Title:** For Possible Action: To approve a project amendment and a \$46,522 project budget increase with the State of Nevada, Division of State Parks to a previously approved Land and Water Conservation Fund grant for additional capital improvements at the JohnD Winters Centennial Park (Upper Sports Complex) and to authorize Mayor Robert L. Crowell to sign the project amendment on behalf of Carson City.

**Staff Summary:** The City has a unique opportunity to receive an additional \$46,522 in grant funds using only in-kind match for additional capital improvements at the JohnD Winters Centennial Park (Upper Sports Complex). As background, the Board of Supervisors on October 3, 2013 accepted a \$75,750 Land and Water Conservation Fund grant for this project and with the \$46,522 project budget augmentation (increase) the total grant award for this project would be \$122,272.

**Agenda Action:** Formal Action/Motion

**Time Requested:** 15 Minutes

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## **Proposed Motion**

I move to approve a project amendment and a \$46,522 project budget increase with the State of Nevada, Division of State Parks to a previously approved Land and Water Conservation Fund grant for additional capital improvements at the JohnD Winters Centennial Park (Upper Sports Complex) and to authorize Mayor Robert L. Crowell to sign the project amendment on behalf of Carson City.

## **Board's Strategic Goal**

Quality of Life

## **Previous Action**

The Board of Supervisors has taken four previous actions on this project. They are as follows:

1. August 2, 2012 / Consent Agenda - For possible action to approve the submittal of a Land and Water Conservation Fund grant application to the Nevada Division of State Parks for capital improvements to the upper sports complex at JohnD Winters Centennial Park, and to authorize Parks and Recreation Department Director Roger Moellendorf to sign the grant application on behalf of Carson City. Motion carried: 5 - 0
2. October 3, 2013 / Parks and Recreation Department - Supervisor Bonkowski moved to accept a Land and Water Conservation Fund grant from the State of Nevada, Division of State Parks, for capital improvements to the upper sports complex at the JohnD Winters Centennial Park and to authorize Parks and Recreation Department Director Roger Moellendorf to sign the grant's project agreement on behalf of the Board of Supervisors. Supervisor Abowd seconded the motion. Motion carried: 5 - 0
3. November 6, 2014 / Purchasing and Contracts - Supervisor Bonkowski moved to determine that V&C Construction, Inc. is the lowest responsive and responsible bidder, pursuant to Nevada Revised Statue Chapter 338, and to award Contract No. 1415-063, titled "JohnD Winters Centennial Park ADA Improvements," to V&C Construction, Inc. for a base bid amount of \$98,102.50, plus additive alternate #1, \$6,880, and a contingency

amount not to exceed \$10,498, for a total contract amount of \$115,480.50, to be funded from the capital projects / construction accounts in the Parks and Recreation / Quality of Life and Residential Construction Tax funds, as provided in the FY 2014 / 2015 budget. Supervisor Shirk seconded the motion. Motion carried 5 - 0

4. July 16, 2015 / Purchasing and Contracts - Supervisor Abowd moved to accept the work as completed, to accept the contract summary as presented, and to approve the release of final payment, in the amount of \$5,774.01, for Contract No. 1415-063, titled, JohnD Winters Centennial Park ADA Improvements to V&C Construction, Inc. Supervisor Bonkowski seconded the motion. Motion carried 5 - 0

### **Background/Issues & Analysis**

On October 3, 2013 the Board of Supervisors accepted a \$75,750 Land and Water Conservation Fund grant for ADA and site improvements, which included picnic tables, canopy shade trees, and a drip irrigation system for the JohnD Winters Centennial Park (Upper Sports Complex). During the final design phase of the project, the ADA improvements came in higher than what was previously estimated for the project. Since the ADA improvements were considered a primary focus of the grant and that ADA access to the upper sports complex was identified by Parks and Recreation Department staff as critical need to bring the complex into compliance with ADA requirements, the canopy shade trees and drip irrigation system were dropped from the project's scope of work prior to bidding.

Earlier this year, Parks and Recreation Department staff met with Nevada State Parks staff to close out the project grant. During this meeting, Nevada State Parks representatives offered our department the opportunity for additional funds to complete the original scope of work identified in the grant application. Given this opportunity, Parks and Recreation Department staff developed a project budget amendment (Dated - February 29, 2016) and submitted it to Nevada State Parks / National Park Service for approval. Both agencies have reviewed and approved our department's project budget amendment using various City in-kind match for the project and have provided the project amendment for City approval. In addition, this project amendment does NOT require any cash match from the City.

### **Applicable Statute, Code, Policy, Rule or Regulation**

The City's grant policy requires all grants over \$25,000 be approved by the Board of Supervisors and NRS 354.598005(3).

### **Financial Information**

Is there a fiscal impact?  Yes  No

If yes, account name/number: Project Number TBA / Centennial Park Site Improvements - Phase 2  
254-5046-452-7040 Construction, 254-5046-452-7050 Project Services, and 254-5046-452-7070 Labor

Is it currently budgeted?  Yes  No

Explanation of Fiscal Impact: If the Board of Supervisors approve the project amendment and project budget augmentation there will be a \$46,522 increase to the City's project budget. In addition, the project amendment does NOT require any cash match from the City.

### **Alternatives**

1) Reject the proposed project amendment and not accept the \$46,522 project budget augmentation.

**Board Action Taken:**

Motion: \_\_\_\_\_

1) \_\_\_\_\_

2) \_\_\_\_\_

Aye/Nay

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
(Vote Recorded By)

**STATE OF NEVADA**  
 Division of State Parks  
 Land & Water Conservation Fund Project **AMENDMENT**

<b>Participant</b> Carson City, NV	<b>Project Number</b> 32-00328.1
<b>Project title</b> Centennial Park ADA Access	
<b>Period Covered by this Agreement</b> From: <u>10/1/2013</u> To: <b>December 31, 2016 (no change)</b>	
<b>Project AMENDMENT</b> Increase in Project total to \$244,544. Increase in Grant to \$122,272 and Increase in Match to \$122,272	
<b>Project Cost</b>	
Total Cost	\$ 244,544
Federal Grant	\$ 122,272
Local Share	\$ 122,272

The State of Nevada, represented by the State Liaison Officer, and the Participant named above mutually agree to perform this agreement in accordance with the Land and Water Conservation Fund Act of 1965, 78 Stat. 897 (1964) and with the terms, promises, conditions, plans, specifications, estimates, procedures, project proposals, maps and assurances attached hereto and hereby a part hereof.

The State of Nevada hereby promises, in consideration of the promises made by the Participant herein, to take the necessary steps and action and to attempt to enter into an agreement to obtain Federal money for that portion of the project referred to as Federal Grant above, to accept such funds from the United States and to tender to the Participant that portion of the obligation which is required to pay the United States' share.

It is understood by the parties hereto that this agreement shall not obligate State funds for the project cost described herein except those costs necessary for administration of the project.

In the event construction has not commenced on this project within ten and one half (10½) months from the date of official notification of funding from the Division of State Parks (Notice to Proceed), this agreement is null and void. In the event an acquisition does not take place within nine (9) months from the date of official notification of funding from the Division of State Parks (Notice to Proceed), this agreement is null and void.

The Participant hereby promises, in consideration of the promises made by the State of Nevada herein, to execute the project described above in accordance with the terms of this agreement.

The following special project terms and conditions were added to this agreement before it was signed by the parties hereto:

In witness whereof, the parties hereto have entered into this agreement as of the date entered below. The date upon which this agreement becomes effective and is executed will be the date signed by the State Liaison Officer.

STATE OF NEVADA

PARTICIPANT

\_\_\_\_\_  
 (Signature)

\_\_\_\_\_  
 (Signature)

Jennifer L. Scanland  
 (Name - State Liaison Officer)

\_\_\_\_\_  
 (Name of Political Subdivision)

Alternate State Liaison Officer  
 \_\_\_\_\_  
 (Title)

Robert L. Crowell, Mayor  
 (Typed Name)

\_\_\_\_\_  
 (Date)

\_\_\_\_\_  
 (Date)

Centennial Park / ADA Access Project - Project Budget Amendment (Increase)  
 L&WCF Project Number 32-00328

29-Feb-16

Item Description	City In-kind Match	L&WCF Cash
1. City's cost to relocate transplanted trees within +/- one mile of downtown (11 Trees @ \$467 ea.)	\$5,137.00	
2. Value of transplanted trees (11 Trees @ \$1,500 ea.) (All caliper sizes)	\$16,500.00	
3. City staff time - Grant administration & extension/cost estimating (20 Hrs. @ \$59.00 and 15 Hrs. @ \$25.00)	\$1,555.00	
4. City staff construction management 100 Hrs. @ \$59.00	\$5,900.00	
5. Project materials (Purchase gravel base for concrete flat work from Parks Division Q18 operational budget) (December 15, 2014)	\$1,350.59	
6. City in-kind labor & equipment (Excavation & site grading for concrete flat work) Work performed Dec. 1-5 & 8-12, 2014	\$11,105.41	
7. City in-kind labor & equipment to install drip irrigation system to trees	\$1,184.39	
8. City in-kind labor & equipment (Excavation & site grading for concrete flat work) Work will be performed Spring 2016	\$3,276.16	
9. In-kind match from first bill	\$513.45	
10. Extra transportation costs for transplanted trees to JDW Centennial Park (11 Trees @ \$300)		\$3,300.00
11. New 3" caliper trees (7 Trees @ \$500)		\$3,500.00
12. Drip irrigation system components (Materials only)		\$1,347.17
13. Wood Split Rail Fence (3 Rail) to protect trees (18 Trees x \$600 ea.)		\$10,800.00
14. Public Works time to develop L&WCF boundary map for JDW Centennial Park and construction inspection for concrete flat work (40 Hrs. @ \$50 ea.)		\$2,000.00
15. Concrete testing		\$1,100.83
16. Additional concrete flat work (2,586 sq. ft. x +/- \$9.46)		\$24,474.00
Totals	<u>\$46,522.00</u>	<u>\$46,522.00</u>