



## **CITY OF MENIFEE**

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SUBJECT: Agreement with Romtec, Inc. for AMR Skate Park Improvements Project CIP 22-27

MEETING DATE: June 7, 2023

TO: Mayor and City Council

PREPARED BY: Nancy Rodriguez, Management Analyst

REVIEWED BY: Jonathan Nicks, Deputy City Manager

APPROVED BY: Armando G. Villa, City Manager

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### **RECOMMENDED ACTION**

1. Approve and authorize the City Manager to execute a Cooperative Agreement with Romtec, Inc. for the purchase of two prefabricated buildings for the Audie Murphy Ranch Skate Park in the amount not-to-exceed of \$336,948; and
2. Exempt the purchase from the competitive bidding process as purchase will be made under Cooperative Purchasing Agreement Sourcewell Contract No. 081721-RMT.

### **DISCUSSION**

The Audie Murphy Ranch (AMR) Sports Park continues to be a well-used amenity and as resident use grows with the population of the City, there is a need to upgrade the facility to accommodate onsite staff, public safety presence, and add park amenities that will assist in the expansion of programs and events. In order to accomplish this, City staff has met with Romtec, Inc. to design two separate prefabricated buildings. The first building will be a Park Ranger Station that will house current and future park ranger staff as well as host various ranger interpretive programs and City events. The second building will be a permanent ticket/concession stand for the Skate Park. The purchase of these buildings is currently approved as part of the Fiscal Year (FY) 2022/2023 Capital Improvement Program (CIP) Budget under CIP No. 22-27 AMR Skate Park Improvement.

On June 29, 2022, staff solicited proposals for design services through PlanetBids. After not yielding any results, staff reached out to several companies through the City's previously established cooperative agreements. Staff received one response from Romtec, Inc. and proceeded to work with their team to establish a design and secure pricing.

Staff seeks to procure the prefabricated buildings under the City's Sourcwell Cooperative Purchasing Agreement, Contract No. 081721-RMT. Procurement through cooperative agreements drastically shortens procurement time and delivery of the product while ensuring the City receives competitive pricing from trusted vendors. Menifee Municipal Code Section 3.12.070 (6) identifies standards for purchasing under cooperative agreements which eliminates the need for a formal Request for Proposal (RFP) process.

The cost of the purchase of the skate park ticket booth and the park ranger station combined would be \$336,947.40. Installation and utility services are not included and would be procured through a competitive bid process. A recommendation to award a contract for installation would be brought to the City Council for approval following the bid process.

### **STRATEGIC PLAN OBJECTIVE**

Safe and Vibrant Community

### **FISCAL IMPACT**

The fiscal impact of the proposed agreement with Romtec, Inc. is \$336,948. Funding in the total amount is available in the existing project funding as shown in Table 1 below.

**Table 1 – Existing Project Funding**

Project	Account Number	Available Budget	Amount Requested
<b>CIP No. 22-27 AMR Skate Park Improvements</b>	490-4555-58145	350,000	\$336,948
<b>Total</b>		<b>\$350,000</b>	<b>\$336,948</b>

No additional budget appropriation would be required for this action.

### **ATTACHMENTS**

1. Romtec, Inc. Quote Package
2. Location Map