



CITY COUNCIL STAFF REPORT

From: City Manager

Report Type: Consent Calendar

Lead Department: Public Works

Meeting Date: April 10, 2023

Report #: 2212-0529

TITLE

Approval of a Purchase Order with The Public Restroom Company in the Amount of \$596,556 to Provide and Install Modular Restroom Buildings at Rinconada and Ramos Parks for the Rinconada Park Improvements Capital Improvement Program Project (PE-08001) and Park Restroom Installation Capital Improvement Program Project (PG-19000), including \$542,324 for basic services and \$54,232 for additional services and Approval of Budget Amendments in the Parks Development Impact Fee Fund and Capital Improvement Fund; CEQA status – Section 15303 exempt

RECOMMENDATION

Staff recommends that the City Council:

1. Approve and authorize the City Manager or their designee to execute Purchase Order No. C23185725 with The Public Restroom Company (Attachment A) in an amount not to exceed \$596,556 for the purchase of two modular park restroom buildings for Rinconada and Ramos Parks for the Rinconada Park Improvements Capital Improvement Program project (PE-08001) and Park Restroom Installation Capital Improvement Program project (PG-19000), including \$542,324 for basic services and \$54,232 for additional services; and
2. Amend the Fiscal Year 2023 Budget Appropriation for the following funds (requires a 2/3 vote):
 - a. Parks Development Impact Fee Fund
 1. Increase the Transfer to the Capital Improvement Fund by \$30,000;
 2. Decrease the Ending Fund Balance by \$30,000;
 - b. Capital Improvement Fund
 1. Increase the Rinconada Park Improvements Project (PE-08001) appropriation by \$30,000;
 2. Increase Transfers-In from the Parks Development Impact Fee Fund to the Rinconada Park Improvements Project (PE-08001) by \$30,000.

BACKGROUND

The Rinconada Park Long Range Plan, adopted by Council in 2017, identified the need for a new restroom at the west end of Rinconada Park. A Park Improvement Ordinance¹ was also adopted by Council on January 13, 2020, describing Phase 1 improvements to Rinconada Park including the new restroom facility.

On June 22, 2021, Council approved a construction contract² for Phase 1 of the Rinconada Park Improvements Project (PE-08001), which included park infrastructure, accessibility, and maintenance improvements to the western half of the park. The improvement project was completed in May 2022. However, due to budget constraints and to prioritize improvements, staff removed the new restroom facility from the initial scope of Phase 1 park improvements. This change to Phase 1 was presented to Council on March 1, 2021. Funding for the new restroom was later added to the Rinconada Park Improvements Project (PE-08001) for Fiscal Year 2023. The proposed restroom will service the entire park but will be closer to the newly renovated playground and group picnic areas at the west end of the park.

In addition to adding a restroom at Rinconada Park, the Palo Alto Parks, Trails, Natural Open Space, and Recreation Master Plan (2017) identified Ramos Park as a potential location for a restroom to support the park facilities. A Park Improvement Ordinance,³ adopted by Council on April 19, 2021, included park improvements and a new restroom facility for Ramos Park.

The Park Restroom Installation Project (PG-19000) provides funding for installation of one restroom every other year at City parks that currently do not have restroom facilities, have high visitation, and are approximately two acres or larger.

ANALYSIS

The Public Restroom Company provides modular restrooms at public facilities, and provided such restrooms for the City in 2017 as part of the Palo Alto Municipal Golf Course Reconfiguration Project. A similar restroom style is being proposed for Rinconada and Ramos Parks. The restrooms will consist of two universal stalls and will be approximately 10 feet by 20 feet in size. They will automatically lock at 10 pm, be cleaned daily, and have security lighting. The estimated fabrication time for the modular restroom buildings is between 9 to 12 months.

¹ City Council, January 13, 2020; Agenda Item #2, SR #10576, <https://portal.laserfiche.com/Portal/DocView.aspx?id=64942&repo=r-704298fc&searchid=3a5dc990-c584-4a83-a0df-7f52e90eaba3>

² City Council, June 22, 2021; Agenda Item #1; SR #11269, <https://portal.laserfiche.com/Portal/DocView.aspx?id=64941&repo=r-704298fc&searchid=22bd63f4-6ae4-4f45-964b-7773647c1d17>

³ City Council, April 19, 2021; Agenda Item #5; SR #12181, <https://portal.laserfiche.com/Portal/DocView.aspx?id=55736&repo=r-704298fc>

Staff proposes a piggyback contract procurement process as permitted under Palo Alto Municipal Code section 2.30.360(k), allowing the use of another governmental agency's contract or substantially the same contract terms and exempting the competitive solicitation requirements to purchase the modular buildings. Purchase Order No. C23185725 (Attachment A) incorporates the City of Los Angeles Contract with the Public Restroom Company. The City's Procurement Officer has determined that the City of Los Angeles solicitation process is substantially similar to the City's and that the City has good experience with the quality and aesthetics of modular restrooms provided by The Public Restroom Company at the golf course. This approach would allow staff to purchase the modular restroom buildings directly from the vendor for fabrication and delivery within 9 to 12 months, rather than have a one-year or longer lead time following completion of the bidding process for both design and construction, and Council approval of a construction contract. Prior to completion of the building fabrication, staff will complete a bidding process to award a construction contract for site preparation and utilities work for the building delivery and installation. The restrooms are anticipated to be installed by early 2024.

Staff recommends approval of Purchase Order No. C23185725 with the Public Restroom Company for the purchase of two modular restroom buildings, including cost of the building, installation, all required state inspections and approval, and bonds. The cost of the prefabricated restroom buildings is comparable to previous restroom buildings at City facilities with consideration of cost escalation. For example, the cost of prefabricated restroom buildings and installation for Briones Park and the Golf Course were approximately \$120,000 in 2012 and \$170,000 in 2017, respectively. In general, the cost of prefabricated restroom buildings has escalated at an average 7-8% per year over the last decade with continued material price increases and market conditions.

FISCAL/RESOURCE IMPACT

The total purchase order with Public Restroom Company is \$596,556. This is split between the Rinconada Park Improvement Project PE-08001 and the Park Restroom Installation Project PG-19000, as detailed in the table below.

Funding for the Ramos Park Restroom is available in the Fiscal Year 2023 Capital Improvement Program Park Restroom Installation Project PG-19000. The recommendation in this memorandum to increase the Fiscal Year 2023 budget appropriation for additional funding in the Rinconada Park Improvement Project (PE-08001) by \$30,000 is recommended to be funded by increasing the budgeted transfer from the Parks Development Impact Fee Fund for this project from \$400,000 to \$430,000 to complete purchase of the prefabricated restroom building and to continue the design and permitting work.

Funding for site preparation and utilities of both restrooms will be requested as part of the Fiscal Year 2024 budget process and constructed by contractors to be determined through a bid solicitation process.

Funding Source	Contract	Contingency	Total Encumbrance
PE-08001 Rinconada Park Improvements	\$271,162	\$27,116	\$298,278
PG-19000 Park Restroom Installation	\$271,162	\$27,116	\$298,278
Total	\$542,324	\$54,232	\$596,556

STAKEHOLDER ENGAGEMENT

Two community meetings (January and August 2020) and a Parks and Recreation Commission (PRC) meeting (February 2020) were held to obtain input on the Ramos Park Renovation and restroom project. On December 15, 2020, the PRC recommended a Park Improvement Ordinance for Council approval.

Two community meetings (February and April 2019), a PRC meeting (February 2019), and a Youth Advisory Board meeting (March 2019) were held to obtain input on the Rinconada Park Improvement Project including the new restroom. The PRC recommended a Park Improvement Ordinance on May 28, 2019, later revised on September 24, 2019 with the added fire pit area for Council approval. Community meetings were held for both Rinconada and Ramos Park restroom projects in February 2023 to provide updates to the community on the latest project plans. In March 2023, a minor Architectural Review Board approval was provided for both restrooms.

ENVIRONMENTAL REVIEW

The installation of modular restroom buildings is categorically exempt from California Environmental Quality Act (CEQA) under Section 15303 (New Construction of Small Structures) of the CEQA guidelines.

ATTACHMENTS

Attachment A: Purchase Order with The Public Restroom Company

APPROVED BY:

Brad Eggleston, Director Public Works/City Engineer