



## Item No. 5a Town of Atherton

### **PARK AND RECREATION COMMITTEE – REGULAR AGENDA**

**TO:            PARKS AND RECREATION COMMITTEE**

**FROM:        STEVE TYLER – PARK SUPERINTENDENT**

**DATE:        SEPTEMBER 7, 2016**

**SUBJECT:    2016-17 PARK CIRCULATION PLAN RFP**

#### **RECOMMENDATION**

Staff recommends the Park and Recreation Committee approve Verde Design to the Atherton City Council as the chosen designer of the Park Circulation Plan PC 1 and VC1 from the Park Use Masterplan.

#### **BACKGROUND**

On May 20, 2015, the Atherton City Council adopted a Master Plan for Holbrook Palmer Park.

During the 2015-16 fiscal year, a series of park enhancement projects took place funded by the Towns Capital Improvement Plan.

For the 2016-17 FY, The Town's next priority for the Master Plan is to fund the following:

- VC1: Remove barrier posts and abandoned asphalt drive to Main House. Provide a walk connection; modify planting and irrigation, level gate panel and stripe walkway at park entrance from street (Watkins Ave.). Est. \$27,000
- PC1: Construct/repair various path links (22,100 s.f.) in asphalt or decomposed granite. Est. \$203,750.

Interwest consulting was tasked with putting together the RFP for the P&R Committees review. With minor changes, the proposal went out to vendors on July 29, 2016.

On August 30, 2016, proposals were due to the Town. Only one Landscape Architect responded to the proposal. That architect was:

- Verde Design Inc. – Santa Cruz

Staff and a group of volunteers from the Park and Recreation Committee (Denise Kupperman, John Davey and Rick DeGolia) rated the Verde Design proposal by the criteria contained in the RFP. The group met on September 20 to discuss their ratings. The group's unanimous consensus was Verde Design was capable, experienced and correctly staffed to be able to take on this task of improving park and pedestrian circulation at the front end of the park. On September 27, the group met with Derek McKee (Principal with Verde Design) in

person and asked questions concerning the project. Once completed, the group's unanimous decision was to bring Verde Design to the Atherton City Council for consideration of approval.

**FISCAL IMPACT**

Verde Designs work plan calls for the following:

• Phase One:	Schematic Design	\$15,475
• Phase Two:	50% Construction Drawings	\$15,525
• Phase Three:	Final Construction Documents	\$22,710
	TOTAL	\$53,710

Staff will continue to work with Verde Design prior to the Atherton City Council Meeting to see if some of the items in the work plan can be negotiated (lowering the price). Verde Design has also stated that only hours actually worked on the plan will be charged, so a savings for this type of work is not uncommon.

These funds will come from the CIP project fund 401-50-56063-000 (Measure M funds).