



Item No. 21 Town of Atherton

CITY COUNCIL STAFF REPORT – CONSENT AGENDA

**TO: HONORABLE MAYOR AND CITY COUNCIL
GEORGE RODERICKS, CITY MANAGER**

**FROM: MICHAEL KASHIWAGI
COMMUNITY SERVICES DIRECTOR**

DATE: OCTOBER 19, 2016

**SUBJECT: AWARD OF CONSULTANT SERVICES AGREEMENT TO VERDE
DESIGN INC. FOR ARCHITECTURAL SERVICES AT
HOLBROOK-PALMER PARK CIRCULATION PROJECTS**

RECOMMENDATION

Direct the City Attorney to prepare and the City Manager to execute a professional service contract with Verde Design, Inc. for a not exceed price of \$64,870 to perform architectural and engineering and provide construction documents along with some minimal construction oversight for the Park Pedestrian and Vehicle Circulation plans (PC1 and VC1).

BACKGROUND

On May 20, 2015, the Atherton City Council adopted a Master Plan for Holbrook Palmer Park. During FY 2015/16, a series of park enhancement projects were completed and funded by the Town's Capital Improvement Plan (CIP). For FY 2016/17, the Council identified the following projects as the next priority for the Park Master Plan:

- Vehicle Circulation 1 (VC1): Remove barrier posts and abandoned asphalt drive to Main House. Provide a walkable connection. Modify planting and irrigation. Level gate panel and stripe walkway at park entrance from street (Watkins Ave.). Estimated Cost: \$27,000
- Pedestrian Circulation 1 (PC1): Construct/repair various path links (22,100 s.f.) in asphalt or decomposed granite. Estimated Cost: \$203,750.

ANALYSIS

Interwest Consulting developed a Request for Proposal (RFP) for review by the Park and Recreation Committee. With minor changes, the Council approved and released the RFP on July 20, 2016. On August 30, 2016, proposals were due to the Town. The Town received 1 proposal:

- 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, 2016 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, 2016 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 Park and Recreation Committee for consideration of approval to move forward to the Atherton City Council.

After performing a study of the work plan, staff negotiated a not to exceed price that contains all of the elements necessary to develop a schematic design and bring it to a biddable set of construction documents. Public Works engineering staff will perform the onsite construction management. The summary of the work plan is detailed as follows:

| | |
|---|-----------------|
| • Schematic Design (includes site survey) | \$21,975 |
| • Final design submittal package | \$35,525 |
| • Construction support | \$7,370 |
| TOTAL | \$64,870 |

The FY 2016/17 CIP amount for the combined projects PC1 and VC1 is \$230,750. The amount for design both schematic and final is 34.66% of the budget for this project. The 2015 California Multi-Agency Annual CIP Benchmarking Study provides that this percentage is acceptable for a project of this size. However, the project’s estimated cost (\$230,750) is about two years old. Staff anticipates that at the time of construction award, the Council may need to consider a budget adjustment based on market conditions at the time of bid.

POLICY FOCUS

While it is possible to design and construct this project to a minimal level for the budgeted cost estimate from 2015, it is also possible that an impact project such as this could have desirable design enhancements which could lead to staff requesting a supplement to the original budget or phasing of the project to stay in line with the current years CIP budget. Staff will recommend designing a base project with project ad alternates based on available funding levels. The ultimate design will be reviewed by the Park and Recreation Committee as well as the City Council before approval.

FISCAL IMPACT

The fund 401-50-56063-000 has a total of \$230,750.00 for these projects.

PUBLIC NOTICE

Public notification was also achieved by posting the agenda, with this agenda item being listed, at least 72 hours prior to the meeting in print and electronically. Information about the project is also

disseminated via the Town's electronic News Flash and Atherton Online. There are approximately 1,200 subscribers to the Town's electronic News Flash publications. Subscribers include residents as well as stakeholders – to include, but be not limited to, media outlets, school districts, Menlo Park Fire District, service provides (water, power, and sewer), and regional elected officials.

ATTACHMENT

Scope of Work

PARK PEDESTRIAN AND VEHICLE CIRCULATION PLAN

SCOPE OF WORK

(Excerpt from Circulation Plan RFP approved by City Council 7/20/2016)

PART A - Scope of Work

The Scope of Work focuses on preliminary path and vehicular circulation improvements, listed as PC1 and VC1 in the Park Master Plan (page 46). Public outreach and input are vital to the Town's processes. The selected consultant will be required to present detailed plans and specifications at various public meetings, to include the Park & Recreation Committee and City Council. There will be approximately 4 to 5 public meetings during the review and approval process.

SITE ANALYSIS/ASSESSMENT

This phase will include a site analysis of the property to consider existing site conditions, focusing on the existing pedestrian and vehicle paths.

General tasks/milestones:

- Review existing documents and relevant background materials relating to the project, including the Park Master Plan;
- Conduct meetings and/or interviews with City representatives and key stakeholders (Park & Recreation Committee, Public Works, Planning, Building, Menlo Park Fire District);
- Prepare Preliminary Design drawings to illustrate proposed paths for pedestrians and vehicle access;
- Complete any required CEQA Initial Study and develop a work plan if there are any mitigation requirements;
- Deliverables:
 - Draft full-size plan sheets of proposed improvements;
 - Full-size plan sheets showing existing conditions, overlaid with proposed changes;
 - CEQA Initial Study Checklist and mitigation requirements;
 - Any required formal surveying by a registered civil engineer.

COMMUNITY OUTREACH AND PUBLIC INPUT

This phase involves community input on the proposed improvements.

General tasks/milestones:

- Prepare a Presentation to the Parks and Recreation Committee;
- Coordinate with Town Clerk and Public Works Superintendent to publicize any public meetings to show conceptual plans and seek input;
- Deliverables:
 - 2-3 presentations to the Park and Recreation Committee: Preliminary, Design Development and Final Design.

DESIGN PLANS

In this phase, based on staff, regulatory and community review, design plans will be developed. These plans will reflect the needs and interests identified by the community, the Town's staff and other key partners. The plans should also reflect sound landscape architectural and engineering judgment and standards to provide safe, accessible, long-lasting and low maintenance facilities.

General tasks/milestones:

- Prepare design plans and specifications, incorporating City Standard Specifications;
- Present plans to City agencies and MP Fire District for review and approval;
- Make a presentation to City Council to receive authorization to solicit bids.
- Deliverables:
 - Construction Plans & Specifications
 - Cost Estimate

