



DATE: January 23, 2018

CATEGORY: Consent

DEPT.: Public Works

TITLE: **Evandale Mini Park, Project 17-45 –
Authorize Professional Services
Agreement**

RECOMMENDATION

Authorize the City Manager to execute a professional services agreement with SSA Landscape Architects, Inc., to provide design services and construction support for Evandale Mini Park, Project 17-45, in an amount not to exceed \$172,000.

BACKGROUND

The proposed 0.27-acre park site was dedicated for park use by the developers of the 133 and 149 Fairchild Drive rowhouse project (see Figure 1 – Site Map).

ANALYSIS

On October 12, 2017, a Request for Proposals (RFP) was sent to five firms on the City's preapproved landscape architect list and three proposals were submitted to the City. The three proposals received were from Verde Design, Inc., Harris Design, and SSA Landscape Architects, Inc.

A review panel comprised of City staff from the Community Services and Public Works Departments evaluated and ranked the proposals. SSA Landscape Architects, Inc. (SSA), was deemed the most qualified to design the new park based on the merits of their experience and the qualifications of their subconsultants.



Figure 1 – Site Map

The main elements of the SSA scope of services for design of Evandale Mini Park include:

- Conduct a preliminary investigation of the project site. The deliverable is an Existing Conditions Report which includes a topographic survey.
- Prepare Schematic Designs. This will involve conducting two community meetings to solicit input on the park design, presentation of the concepts to the Parks and Recreation Commission and City Council, assisting the City with environmental clearance, and preparing concept cost estimates. The deliverables are preparation of concepts within the project construction budget for approval by Council.
- Prepare construction documents for bidding/construction based on the Council approved concept. The deliverables are plans, specifications, and a cost estimate.

The project site is currently being used as staging area by the developer. The License Agreement between the developer and the City allows the land to be used for staging until the development is completed or June 30, 2018, whichever comes first.

The fee for the recommended contract is \$147,000 for basic services and reimbursable expenses and a \$25,000 contingency for additional services, for a total not to exceed contract amount of \$172,000. This fee is reasonable for the scope of work required.

If the recommendation is approved by Council, the consultant team can begin preliminary work in March 2018. The first community meeting is targeted for May 2018 and will be followed by an additional community meeting and a Parks and Recreation Commission presentation to obtain a recommendation. The project will be reviewed with Council to obtain approval of a concept by November 2018.

The project schedule estimates design will be completed by June 2019 and construction by February 2020.

FISCAL IMPACT

Evandale Mini Park, Project 17-45, is funded with \$1,605,000 from the Park Land Fund and \$106,000 from developer mitigation funds. The project has sufficient funding for the recommended action.

ALTERNATIVES

1. Do not approve the recommended contract with SSA.
2. Provide other direction to staff.

PUBLIC NOTICING – Agenda posting.

Prepared by:

Rey S. Rodriguez
Senior Project Manager

Marichrisse Gabon
Assistant Engineer

Reviewed by:

Lisa Au
Principal Civil Engineer

Approved by:

Michael A. Fuller
Public Works Director

Audrey Seymour Ramberg
Assistant City Manager

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cc: Mr. Steven Sutherland
SSA Landscape Architects
303 Potrero Street, Suite 40-C
Santa Cruz, CA 95060

APWD – Solomon, POSM, PCE – Au, SPM – Rodriguez, AE – Gabon, AAI –
Goedicke, F/c