



Staff Report

RESOLUTION APPROVING A PROFESSIONAL SERVICES AGREEMENT WITH JOHN CAHALAN FOR LANDSCAPE ARCHITECT SERVICES FOR THE DESIGN AND CONSTRUCTION PLANS FOR SEMERIA PARK FOR AN AMOUNT NOT TO EXCEED \$40,130 AND APPROVING A CONTINGENCY IN THE AMOUNT OF \$4,013

Honorable Mayor and Council Members:

Summary

The City Council is requested to approve a Professional Services Agreement with John Cahalan, Landscape Architect to provide design and construction plans for Semeria Park.

Background

On November 5, 2008 the City Council unanimously approved (5-0) Resolution 10072 authorizing the City Manager to enter into a Professional Services Agreement for Landscape Architect services in an amount not to exceed \$50,000. Also, the approved Resolution was to include designing no more than three parking spaces and directed staff to proceed with the vacation of right-of-way establishing the boundaries of the proposed park.

City staff solicited proposals from Landscape Architect firms for park planning and design services for Semeria Park. On January 9, 2009 staff received four proposals from qualified firms for consideration. The following firms submitted proposals:

1. Cottong and Taniguchi Landscape Architects
2. John Cahalan Landscape Architect
3. Tanaka Design Group Landscape Architects
4. Kikuchi & Associates Landscape Architects

Discussion

City staff established criteria for evaluating the submitted proposals. Staff members evaluating the proposals were Karl Mittelstadt, George Brunson and Daniel Ourtiague. Each proposal was rated on four factors including completeness, creativity, similar experience, and cost. Each factor was given a numerical value and weighted equally in the selection process. The reviewers rated each proposal individually and then met to discuss the merits of each proposal and count up the scores. The proposal with the highest number of points was selected for each project.

Through this process, staff has selected John Cahalan, Landscape Architect for park planning and design services of Semeria Park. The following is a list of municipalities that John Cahalan has done work for in the past.

- City of San Mateo
- City of Burlingame
- City of Albany
- City of San Leandro

The scope of work shall include the following:

- *Complete site review*
Review of public records, minutes from Commission and City Council meetings, public utility easements, circulation patterns, site views to and from site and drainage patterns.
- *Meetings*
Meetings with staff, neighborhood, attend and make presentations at Commission and City Council meetings
- *Conceptual Design*
Prepare conceptual designs for Commission and Council presentation
- *Final Design*
Revise conceptual design for final design presentation to Commissions and City Council
- *Construction Cost Estimates*
Prepare cost estimates based on design
- *Construction Documents*
Prepare construction plans and specifications
- *Bidding and Construction Administration*
Review submittals, site and construction review

General Plan/Vision Statement

- We connect with each other in all kinds of gathering places.

- Our natural surroundings inspire us to play, create, and contemplate.
- Our playgrounds and athletic fields are of high quality and in high gear.

Fiscal Impact

The amount for Landscape Architect services is \$40,130 with a ten 10 percent contingency of \$4,013. The City of Belmont has \$288,000 available from Proposition 40, State Park Bond of 2002, of which 25% or \$72,000 can be used towards the design and administration of a project. The remaining balance can be used towards construction costs.

Public Contact

Posting of City Council agenda

Recommendation

It is recommended that the City Council approve the Professional Services Agreement with John Cahalan, Landscape Architect for consulting services for Semeria Park for an amount not to exceed \$40,130 with a contingency in the amount of \$4,013.

Alternatives

1. Take no action
2. Refer back to staff for additional information
3. Deny approval

Attachments

- A. Resolution
- B. Exhibit A
- C. Fee Schedule

Respectfully submitted,

Daniel Ourtiague
Parks Manager

Jack Crist
City Manager

Staff Contact:

Daniel Ourtiague, Parks Manager
650-595-7441

dourtiague@belmont.gov

RESOLUTION NO. _____

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT
AUTHORIZING THE CITY MANAGER TO EXECUTE A PROFESSIONAL
SERVICES AGREEMENT WITH JOHN CAHALAN FOR LANDSCAPE ARCHITECT
SERVICES FOR SEMERIA PARK FOR AN AMOUNT NOT TO EXCEED \$40,130 AND
TO APPROVE A CONTINGENCY IN THE AMOUNT OF \$4,013**

WHEREAS, Landscape Architect services are needed for the design of Semeria Park; and

WHEREAS, funding is available from the State of California 2002 Resources Bond Act; and

WHEREAS, a Landscape Architect was selected based on qualifications and experience; and

WHEREAS, the Professional Services Agreement will not exceed the amount of \$40,130 with a contingency not to exceed the amount of \$4,013; and

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Belmont authorizes the City Manager to execute a professional services agreement with John Cahalan, Landscape Architect for design and construction plans for Semeria Park to not exceed the amount of \$40,130 with a contingency not to exceed the amount of \$4,013.

* * * * *

I hereby certify that the foregoing Resolution was duly and regularly passed and adopted by the City Council of the City of Belmont at a regular meeting thereof held on February 24, 2009 by the following vote:

AYES, COUNCILMEMBERS: _____

NOES, COUNCILMEMBERS: _____

ABSTAIN, COUNCILMEMBERS: _____

ABSENT, COUNCILMEMBERS: _____

CLERK of the City of Belmont

APPROVED:

MAYOR of the City of Belmont

EXHIBIT A:

Semeria Park Planning and Design Services

The City of Belmont, Parks and Recreation Department has outlined the scope of services through a Professional Services Agreement to be provided by Landscape Architect, John Cahalan for park planning, design, project presentation, construction plans, specifications, construction administration and a construction cost estimate that may include, but is not limited to the following:

SCOPE OF WORK

Site and Record Review: Conduct a complete evaluation of the site including views to and from the site, potential circulation patterns, and existing site features including landscape, utility easements and drainage patterns. Conduct a review of the public records related to the project including minutes from Commission and City Council meetings, results of a neighborhood survey, public emails, and project files.

Conceptual Design: Prepare design concepts that includes features suggested through public input to achieve a functional and creative design to meet the recreational needs of the neighborhood. No more than three parking spaces shall be included in the designs. Site improvements can include both active and passive recreation areas, a pathway system, site furnishings, and landscaping. Exhibits shall include plan view, elevation and sectional sketches necessary for staff and Parks & Recreation Commission evaluation and public presentation. Render all drawings in color. In addition, all presentations will be made in Power Point or an equivalent format.

Final Design: Based on input from City Staff, the neighborhood, Parks & Recreation Commission & Planning Commission and City Council, revise the conceptual design into final design format for presentation to City Council. Revise project cost estimate for final presentation.

Construction Cost Estimates: Prepare cost estimate including estimated costs for construction, construction contingencies, and construction management at both the conceptual design and final design stages.

EXHIBIT A:

Semeria Park Planning and Design Services

CONSTRUCTION DOCUMENTS

50% Submittal: Prepare 50% complete construction documents and specifications per City's format.

90% Submittal: Incorporate comments from previous submittal and prepare 90% complete construction documents and specifications per City's format.

100% Submittal: Incorporate comments from previous submittals and prepare 100% complete construction documents and specifications per City's format including bid form. Submit 100% complete contract documents and estimates in AutoCAD 2008, Microsoft Word 2003, Microsoft Excel 2003, or higher as appropriate. Also, provide a set of reproducible plans on Mylar at 24" X 36" size. All plan sheets shall be signed by the licensed professional in charge of the design.

Final Cost Estimate: Prepare final cost estimate in bid form format.

MEETINGS

City Staff Meetings (five meetings): Meet with City staff to review project approach, objectives, budget, schedule, and design.

Neighborhood (one meeting): Present the conceptual design at an on-site neighborhood meeting.

Parks & Recreation Commission (two meetings): Present the conceptual design and final design to the Parks & Recreation Commission.

Planning Commission (two meetings): Present the conceptual design and final design to the Planning Commission.

City Council (two meetings): Present the conceptual design and final design to City Council.

BIDDING & CONSTRUCTION ADMINISTRATION

Pre-construction meeting: Attend a pre-construction meeting with selected contractor to address any questions or issues with City and contractor.

Submittals/Contractor RFIs: Review required submittals and respond to "Requests for Information" (RFIs) on an "as needed" basis during project construction.

Site Visits and Construction Review: Conduct four site visits during construction to review the contractor's conformance to the plans and specifications or to address field changes.

EXHIBIT A:

Semeria Park Planning and Design Services

SERVICES COMPENSATION & FEE SCHEDULE

The above mentioned scope of services shall be compensated with the total amount not to exceed **Forty Thousand one hundred thirty dollars (\$40,130)**. Services not included in the scope of work shall be compensated according to the fee schedule below.

Fee Schedule

Hourly compensation shall be as follows:

Principal	\$150/hour
Landscape Architect 1	\$120/hour
Project Assistant 1	\$95/hour
Project Assistant 2	\$85/hour
AutoCAD Design	\$95/hour

Project Schedule

Task	Approximate Date of Completion
-------------	---------------------------------------

Contract Award	Conceptual Designs March-June 2009
----------------	---

Commence Design Concepts

Present Concepts to City Staff

Present Concepts to P&R Commission

Present Concepts to Neighborhood

Present Concepts to Planning Commission

Present Concepts to City Council

Design Refine and meet with staff

**Final Designs
July-August 2009**

Present Final to P& R Commission

Present Final to Planning Commission

Present Final to City Council

EXHIBIT A:

Semeria Park Planning and Design Services

Commence Construction Documents

**Construction Plans and Bidding
Sept.-Nov. 2009**

Complete Construction Documents

Bidding Period

Contract Award

**Contract Approval
Dec 2009-Jan 2010**

Commence Construction

**Construction
Feb- April 2010**

Construction Completion

*Pre-scheduling on Commission and Council agendas will be necessary in order to meet this time frame.

John Cahalan, Landscape Architect
Semeria Park, Belmont, CA

January 9, 2009

TASK		P	LA-1	PA-2	CAD			\$ total
Phase 1 Conceptual Design & Cost Estimating								
1.01	Site reconnaissance/photo boards	6	4	0	0			\$ 1,380
1.02	Base sheet preparation	2	4	0	8			\$ 1,540
1.03	Conceptual design	12	18	0	24			\$ 6,240
1.04	Cost estimating	4	4	0	0			\$ 1,080
	Sub-total hours	24	30	0	32			
	Sub-total costs	\$ 3,600	\$ 3,600	\$ -	\$ 3,040			\$ 10,240
		Total Phase 1						\$ 10,240
Phase 2 Meetings & Presentations								
2.01	Pre-design meeting	4	0	0	0			\$ 600
2.03 - 2.06	Meetings - five (5) total (in addition to 1.01)	15	10	0	0			\$ 3,450
	Sub-total hours	19	10	0	0			
	Sub-total costs	\$ 2,850	\$ 1,200	\$ -	\$ -			\$ 4,050
		Total Phase 2						\$ 4,050
Phase 3 Construction Documents & Specifications								
3.01	Meetings - two total	6	0	0	0			\$ 900
3.02	50% complete PS&E	10	16	0	32			\$ 6,460
3.03	90% complete PS&E	10	20	0	32			\$ 6,940
3.04	100% complete PS&E	8	16	0	16			\$ 4,640
3.05	Cost estimating	4	4	0	0			\$ 1,080
	Sub-total hours	38	56	0	80			
	Sub-total costs	\$ 5,700	\$ 6,720	\$ -	\$ 7,600			\$ 20,020
		Total Phase 3						\$ 20,020
Phase 4 Construction Administration								
4.01	Pre-construction meeting	4	0	0	0			\$ 600
4.02	Submittals/RFI's	4	6	0	0			\$ 1,320
4.03	Construction review/field reports	16	0	0	0			\$ 2,400
	Sub-total hours	24	6	0	0			
	Sub-total costs	\$ 3,600	\$ 720	\$ -	\$ -			\$ 4,320
		Total Phase 4						\$ 4,320
Total fees								\$38,630
Reimbursable expenses allowance								\$1,500
Total fees & expenses for JCLA								\$40,130

P: Principal
 LA-1: Landscape Architect
 PA-1: Project Assistant 1
 CAD: Computer drafting