



Staff Report

RESOLUTION APPROVING A PROFESSIONAL SERVICES AGREEMENT WITH COTTONG AND TANIGUCHI FOR LANDSCAPE ARCHITECT SERVICES FOR THE DESIGN AND CONSTRUCTION PLANS FOR DAVEY GLEN PARK FOR AN AMOUNT NOT TO EXCEED \$52,080 AND APPROVING A CONTINGENCY IN THE AMOUNT OF \$5,208.

Honorable Mayor and Council Members:

Summary

The City Council is requested to approve a Professional Services Agreement with Cottong and Taniguchi, Landscape Architect to provide design and construction plans for Davey Glen Park.

Background

On November 5, 2008 the City Council unanimously approved (5-0) Resolution 10071 authorizing the City Manager to enter into a Professional Services Agreement for Landscape Architect services in an amount not to exceed \$60,000. Also, the approved Resolution “directs that the architect provide a base schematic leaving the property open space, and provide overlays to include options for passive and active components.”

City staff solicited proposals from Landscape Architect firms for park planning and design services for Davey Glen 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. Jonathan Gervais, Daniel Ourtiague and George Brunson served on the selection panel. 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 Cottong and Taniguchi, Landscape Architects for park planning and design services of Davey Glen Park. The following is a list of municipalities that Cottong and Taniguchi have done work for in the past:

- City of Piedmont
- City of San Jose
- City of San Jose Redevelopment Agency
- City of Menlo Park
- City of San Mateo

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 including a base schematic leaving the property open space, and providing overlays to include options for passive and active components
- *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 \$52,080 with a ten 10 percent contingency of \$5,208. The design and construction will be funded from the Planned Park account. Staff will look for opportunities to acquire grant funding for the project.

Public Contact

Posting of City Council agenda

Recommendation

It is recommended that the City Council approve the Professional Services Agreement with Cottong and Taniguchi, Landscape Architects for consulting services for Davey Glen Park for an amount not to exceed \$52,080 with a contingency in the amount of \$5,208.

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,

Jonathan Gervais
Parks and Recreation Director

Jack Crist
City Manager

Staff Contact:

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RESOLUTION NO. _____

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT
AUTHORIZING THE CITY MANAGER TO EXECUTE A PROFESSIONAL SERVICES
AGREEMENT WITH COTTONG AND TANIGUCHI FOR LANDSCAPE ARCHITECT
SERVICES FOR DAVEY GLEN PARK FOR AN AMOUNT NOT TO EXCEED \$52,080
AND TO APPROVE A CONTINGENCY IN THE AMOUNT OF \$5,208**

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

WHEREAS, funding is available from the Planned Park Account; and

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

WHEREAS, the Professional Services Agreement will not exceed the amount of \$52,080 with a contingency not to exceed the amount of \$5,208; 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 Cottong and Taniguchi, Landscape Architects for design and construction plans for Davey Glen Park to not exceed the amount of \$52,080.

* * * * *

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:

Davey Glen 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, Cottong and Taniguchi 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:

The City of Belmont is seeking consultant services to provide 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:

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 a base layer of the park and surrounding open space with overlays (up to five) that include proposed site improvements. Each overlay will represent a greater level of site improvement and the overlays should work together so that elements from each can be selected. Site improvements can include both active and passive recreation areas, a pathway system, site furnishings, and landscaping. Exhibits shall include plan view, elevations and sectional sketches necessary for staff and Parks & Recreation Commission evaluation and public presentation. Provide the conceptual design in color and with 20 copies for distribution to neighborhood groups and city government. In addition, all presentations will be given electronically in Power Point or an equivalent format.

Conceptual design should reflect the nature of the site including the topography, trees, and desire of the community for both passive and active play areas. The Landscape Architect is encouraged to use native materials to create play areas that introduce children to nature. Creativity and innovation within the budget is encouraged along with minimized long term maintenance and utility costs. In addition, the conceptual design will address access to the site including crossing Davey Glen Road, parking, and how the proposed improvements fit into the larger open space.

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

EXHIBIT A:

Davey Glen Park Planning and Design Services

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.

CONSTRUCTION DOCUMENTS

50% Submittal: Prepare 50% complete construction documents and specifications.

90% Submittal: Incorporate comments from previous submittal and prepare 90% complete construction documents and specifications.

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.

EXHIBIT A:

Davey Glen Park Planning and Design Services

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.

SERVICES COMPENSATION & FEE SCHEDULE

The above mentioned scope of services shall be compensated with the total amount not to exceed **fifty two thousand and eighty dollars (\$52,080)**. 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	\$165/hour
Director	\$145/hour
Senior Associate	\$135/hour
Associates and Project Managers	\$125/hour
Assistants	\$100/hour
Secretary	\$50/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	

EXHIBIT A:

Davey Glen Park Planning and Design Services

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

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.

SCHEDULE & FEE ESTIMATE

SCHEDULE & SCOPE OF SERVICES:

Dates shown assume a notice to proceed/start of work by or before February 10, 2009.

1.0 Phase 1 - Site Survey

By licensed civil surveyor

Time: Allow 3 weeks for completion

2.0 Phase 2 - Site and Record Review

2.01 Site evaluation: views to and from the site, potential circulation patterns, and existing site features including adjacencies, context, landscape, utility easements and drainage patterns.

2.02 Public records review: minutes from Commission and City Council meetings, results of a neighborhood survey, public emails, and project files.

2.03 Set up project files and base sheets.

Time: 10-14 hours (±)

Deliverables: N/A

3.0 Phase 3 – Conceptual Design

Goals:

- Use native materials to create play areas that introduce children to nature
- Creativity and innovation within the budget
- Minimize long term maintenance and utility costs
- Address access to the site including crossing Davey Glen Road, parking, and how the proposed improvements fit into the larger open space

3.01 Prepare design concepts that includes a base layer of the park and surrounding open space with overlays (up to five) that include proposed site improvements. Each overlay will represent a greater level of site improvement and the overlays should work together so that elements from each can be selected. Site improvements can include both active and passive recreation areas, a pathway system, site furnishings, and landscaping.

3.02 Prepare conceptual-level cost estimate including estimated costs for construction, construction contingencies, and construction management at the conceptual design stage.

3.03 Based on input from City staff, the neighborhood, Parks & Recreation Commission & Planning Commission and City Council, revise the conceptual design to final design format for presentation to the Planning Commission and City Council.

3.04 Revise conceptual-level cost estimate for final presentation, if needed.

Time: 65 - 85 hours (±)

Deliverables: One (1) color rendered plan; elevations and sections as needed for staff and commission evaluation and public presentation. Provide 20 copies for distribution. Presentations in PowerPoint. See Phase 6 for meetings.



SCHEDULE & FEE ESTIMATE

Phase 4 – Construction Documentation

Plot scale to be determined by Cottong & Taniguchi. Commencement of Construction Documentation based on Client-approved conceptual design, landscape design and landscape budget. Assumes value engineering to be completed prior to 50% landscape construction document completion.

- 4.01 50% Submittal: Prepare 50% complete construction documents and specifications.
- 4.02 90% Submittal: Incorporate comments from previous submittal and prepare 90% complete construction documents and specifications.
- 4.03 100% 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, Microsoft Word 2003, Microsoft Excel 2003, or higher as appropriate.
- 4.04 Final Cost Estimate: Prepare final construction cost estimate in bid form format.

Time: 135 - 150 hours (±)

Deliverables: 50% construction documents & specifications; 90% construction documents & specifications; 100% construction documents & specifications, and set of reproducible plans on Mylar at 24" X 36" size. (All plan sheets signed). 100% complete contract documents and estimates in AutoCAD, Microsoft Word 2003, Microsoft Excel 2003, or higher as appropriate. Final cost estimate.

4.0 Phase 5 – Meetings

Meetings to occur at intervals throughout the previous 4 phases as noted.

- 5.01 City Staff Meetings (5 meetings): Meet with City staff to review project approach, objectives, budget, schedule, and design.
- 5.02 Neighborhood (1 meeting): Present the conceptual design at an on-site neighborhood meeting.
- 5.03 Parks & Recreation Commission (2 meetings): Present the conceptual design and final design to the Parks & Recreation Commission.
- 5.04 Planning Commission (2 meetings): Present the conceptual design and final design to the Planning Commission.
- 5.05 City Council (2 meetings): Present the conceptual design and final design to City Council.

Time: 40 - 60 hours (±)

Deliverables: As noted in previous 5 phases.

SCHEDULE & FEE ESTIMATE

5.0 Phase 6 – Bidding & Construction Administration/Observation

- 6.01 Pre-construction meeting: Attend one (1) pre-construction meeting with selected contractor to address any questions or issues with City and contractor.
- 6.02 Submittals/Contractor RFIs: Review required submittals and respond to “Requests for Information” (RFIs) on an “as needed” basis during project construction.
- 6.03 Site Visits and Construction Review: Conduct four (4) site visits during construction to review the contractor’s conformance to the plans and specifications or to address field changes.

Time: 55 - 70 hours (±)

Deliverables: N/A

EXCLUSIONS TO SCOPE OF SERVICES:

- A. Architecture, structural, mechanical, and electrical engineering.
- B. Fountain(s) and water feature(s). Such services can be provided upon Client request, in addition to this agreement.
- C. Building/structures.
- D. Horticultural tree survey, report(s), recommendation(s), or tree protection plan. Such services can be provided upon Client request, in addition to this agreement.

ESTIMATE OF FEES FOR PROFESSIONAL SERVICES:

A.	Phase:	Fee:
	1. Site Survey	(see below)
	2. Site and Record Review	\$1,500.00
	3. Conceptual Design	\$12,500.00
	4. Construction Documentation	\$21,500.00
	5. Meetings	\$3,500.00
	6. Bidding & Construction Administration/Observation	\$7,500.00
	Total	\$46,500.00

Subconsultant Fees (excluded from fee estimate):

Horticultural tree survey (Arborist’s Report)	Allow \$500.00 to \$800.00
Site topographic survey	Allow \$6000.00 to \$8000.00
Reimbursables	Allow 12% of above = \$5,580.00

B. Reimbursable Expenses:

The following costs are not included in the Fees for Professional Services.

- 1. Printing as decided in the scope and as required by the City.
- 2. Models, special renderings, promotional graphics, Photoshop drawings and etc, with prior approval by the client.
- 3. Fees for additional special consultants retained with the prior approval by the client.

SCHEDULE OF FEES FOR PROFESSIONAL SERVICES

Effective: January 1, 2008

<u>Personnel</u>	<u>Billing Rate Per Hour</u>
Principal	\$165.00
Director	\$145.00
Senior Associates	\$135.00
Associates and Project Managers	\$125.00
Assistants	\$100.00
Secretary	\$50.00

Direct Expenses

Reimbursable expenses shall be provided at cost plus a 15% administration charge.

<u>Travel:</u>	Company vehicle	50.5¢ per mile (2008 IRS)
	Auto rental	Actual rate
	Airfare	Actual rate (tourist rate where feasible)

Per Diem: Actual out-of-pocket expenses for meals and lodging

Printing:

Black & White plots 24"x36" (30"x42")	\$4.00/each (\$6.00/each)
Color plots 24"x36" (30"x42")	\$56.00/each (\$83.00/each)
Black & White Copies/prints 8.5"x11" (11"x17")	\$.10/each (\$.15/each)
Color Copies/prints 8.5"x11" (11"x17")	\$1.00/each (\$2.00/each)
Fax, incoming and outgoing	\$1.00/each page

