



## **Staff Report**

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RESOLUTION APPROVING PLANS AND SPECIFICATIONS, AUTHORIZING ADVERTISEMENT FOR SEALED BIDS, APPROVING AWARD OF CONTRACT TO THE LOWEST RESPONSIBLE BIDDER FOR AN AMOUNT NOT TO EXCEED \$24,000, APPROVING A CONSTRUCTION CONTINGENCY NOT TO EXCEED \$2,400 AND AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE A CONTRACT FOR THE SITE FURNISHINGS, IRRIGATION AND PLANTING OF THE EMMETT DONOR SITE LANDSCAPE PROJECT (PHASE II) OF THE EMMETT HOUSE RELOCATION PROJECT, CITY CONTRACT NUMBER 478

Honorable Chair and Board Members:

### **Summary**

The Redevelopment Agency and the City Council have taken various actions to facilitate the relocation of the Emmett House to 1000 O'Neill Avenue, which successfully took place on Monday, January 22, 2008. The former Emmett House site on Ralston Avenue will be temporarily landscaped. This location will be part of the City's Belmont Village redevelopment plans.

Staff is requesting the Redevelopment Agency to approve the plans, authorize going out to bid, and approve the award of a contract to undertake the temporary landscaping work at the Emmett Donor Site.

### **Background**

On January 22, 2008, the Emmett House was successfully relocated to its new site at 1000 O'Neill Avenue.

Belmont Planning Commission provided direction on modifications to the temporary Emmett Donor Site Landscape plan, which have been incorporated onto the current plans. The temporary landscaping plans were discussed at the Belmont Planning Commission Meeting on February 19, 2008. No objections were made on the proposed plan. Community Development Director, Carlos de Melo, stated that he will revisit any issues if the landscape is not performing well.

The RDA referred the project to Parks and Recreation Commission for input during the Redevelopment Agency meeting on May 13, 2008.

At the Parks and Recreation Commission Meeting on June 4, 2008, recommendations were given as follows:

1. Call it something else – “Emmett Plaza”
2. Uncomfortable spending a lot of money on something temporary
3. Would like a significant water feature
4. Replace some of the benches with tables or add table

While Economic Development plans for the Belmont Village target site were under consideration, the temporary landscaping project was put on hold pending additional investigation into potential uses of the Emmett Donor site as a part of the final economic development plan. The Belmont Village target site was not moving forward as quickly as anticipated with the slowing economy, therefore the option to implement landscaping for the interim was revisited.

At the Economic Development Subcommittee meeting on July 7, 2009, members indicated a desire to not move forward with any costly permanent amenities for this space. The Subcommittee agreed that the existing cost estimate was too high and requested that staff evaluate options to reduce cost and then seek additional bids for the work, noting that current economic conditions would likely result in a lower bid.

### **Discussion**

The Emmett Donor site is ready to be temporarily landscaped as part of the City’s Belmont Village redevelopment plans with Emmett House being successfully relocated to its new site.

Staff has revised the construction base bid cost estimate to not include the benches and bike rack, as a result of the many concerns with spending too much money on a temporary site. Removal of the benches and bike rack reduces total cost estimate by approximately \$8,000. Should bids come in significantly lower than the base bid cost estimate, the benches and bike rack may be added as an alternate.

The landscape plans and specifications include landscape layout and material plan, landscape planting plan, and landscape and irrigation details. The new landscape work will include the following:

- Site Furnishings – One trash receptacle accessible route signs will be installed.
- Irrigation – The furnishing, installation and testing of a complete standard irrigation system as shown on the plans. The maintenance period, preparation of as-built drawings and operations manual, tests and warranty are included in the specifications.
- Planting – The work involves furnishing and installing the planting components noted in the plans and specifications. Components included but are not limited to: site preparation, soils reports, soil preparation, soil amendments, mulch, planting, fertilizing, edging, recycling, waste material, project completion, and the provision for the maintenance and warranty periods.

**General Plan/Vision Statement**

No impact.

**Fiscal Impact**

The estimated cost of the landscape work for this project is \$24,000 with a contingency of \$2,400 for a total of \$26,400, with funding available from Account Number 251-5-901-9519-9020.

**Public Contact**

The publication and posting of Redevelopment Agency agenda.

**Recommendation**

It is recommended that the Redevelopment Agency approve the plans and specifications, authorize advertisement for sealed bids, approve award of contract to the lowest responsible bidder for an amount not to exceed \$24,000, approve a contingency not to exceed \$2,400 for a total of \$26,400 and authorizing the Executive Director to execute a contract for the site furnishings, irrigation and planting of the Emmett Donor Site Landscape Project (Phase II) of the Emmett House Relocation Project, City Contract Number 478.

**Alternatives**

1. Take no action.
2. Select an alternative funding source.
3. Refer back to staff for additional information.
4. Deny approval.

**Attachments**

- A. Resolution
- B. Memorandum to Planning Commission, February 19, 2008
- C. Planning Commission Minutes – Agenda Item 6B, February 19, 2008
- D. Parks and Recreation Commission Minutes – Agenda Item VI-A, June 4, 2008
- E. Emmett Donor Site Drawing Plans

Respectfully submitted,

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Assistant Civil Engineer

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Karen Borrmann, PE  
Interim Director of Public Works

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Jack R. Crist  
Executive Director

**Staff Contact:**  
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**RESOLUTION NO. \_\_\_\_\_**

**RESOLUTION OF THE REDEVELOPMENT AGENCY OF THE CITY OF BELMONT  
APPROVING PLANS AND SPECIFICATIONS, AUTHORIZING ADVERTISEMENT FOR  
SEALED BIDS, APPROVING AWARD OF CONTRACT TO THE LOWEST RESPONSIBLE  
BIDDER FOR AN AMOUNT NOT TO EXCEED \$24,000, APPROVING A CONSTRUCTION  
CONTINGENCY NOT TO EXCEED \$2,400, AUTHORIZING THE EXECUTIVE DIRECTOR  
TO EXECUTE A CONTRACT FOR THE SITE FURNISHINGS, IRRIGATION AND PLANTING  
OF THE EMMETT DONOR SITE LANDSCAPE PROJECT (PHASE II) OF THE EMMETT  
HOUSE RELOCATION PROJECT, CITY CONTRACT NUMBER 478**

**WHEREAS**, on January 22, 2008, the Emmett House was successfully relocated to its new site at 1000 O'Neill Avenue; and,

**WHEREAS**, on February 19, 2008, no objections were made on the proposed landscape plan by the Belmont Planning Commission; and,

**WHEREAS**, on June 4, 2008, the Parks and Recreation Commission indicated a desire to see a more substantial public space with permanent landscaping and amenities; and,

**WHEREAS**, on, July 7, 2009, the Economic Development Subcommittee members indicated a desire to not move forward with any costly permanent amenities for this space; and,

**WHEREAS**, the available funds to finance this project in the amount of \$26,400 will come from 251-5-901-9519-9020.

**NOW, THEREFORE, BE IT RESOLVED** that the Redevelopment Agency of the City of Belmont approves the plans and specifications, authorizes advertisement for sealed bids, approves award of contract to the lowest responsible bidder for an amount not to exceed \$24,000, approves a contingency not to exceed \$2,400, authorizing the Executive Director to execute a contract for the site furnishings, irrigation and planting of the Emmett Donor Site Landscape Project (Phase II) of the Emmett House Relocation Project, City Contract Number 478.

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I hereby certify that the foregoing Resolution was duly and regularly passed and adopted by the Redevelopment Agency of the City of Belmont at a regular meeting thereof held on August 11, 2009 by the following vote:

AYES, DIRECTORS: \_\_\_\_\_

NOES, DIRECTORS: \_\_\_\_\_

ABSTAIN, DIRECTORS: \_\_\_\_\_

ABSENT, DIRECTORS: \_\_\_\_\_

\_\_\_\_\_  
Secretary, Redevelopment Agency

APPROVED:

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Chair, Redevelopment Agency