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Title: Action on an Agreement with Gates and Associates Landscape Architecture, Inc. for Design Professional Services for the Westwood Oaks Playground Rehabilitation Project

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Attachments: 1. Agreement

Date	Ver.	Action By	Action	Result
7/6/2021	1	City Council and Authorities Concurrent	Approved	

REPORT TO COUNCIL

SUBJECT

Action on an Agreement with Gates and Associates Landscape Architecture, Inc. for Design Professional Services for the Westwood Oaks Playground Rehabilitation Project

COUNCIL PILLARS

Deliver and Enhance High Quality Efficient Services and Infrastructure; Enhance Community Sports, Recreational and Arts Assets

BACKGROUND

Dedicated in 1961, Westwood Oaks Park (Park) is located at 460 La Herran Drive, bounded by La Herran Drive to the east, and residential properties to the north, west, and south. The 1.75-acre Park contains a recreation building, restrooms, open play area, playground, basketball court, and various park amenities. The 2018 facility condition assessment report found that the playground and amenities are in critical condition and the building is in poor condition.

The Westwood Oaks Playground Rehabilitation Project (Project) will be completed in two phases. The first phase of the Project includes reviewing the condition of the park, obtaining community input, developing an overall plan for renovating the park, and completing the schematic design for the playground rehabilitation. The second phase of the Project includes designing and developing the construction plans/specifications for the reconstruction of the playground according to the approved schematic design.

The proposed Agreement for the first phase of the Project includes the following scope of work: conducting a detailed site and facility condition assessment, technology needs assessment, ADA evaluation, community outreach, and preparing an overall site specific plan and schematic design for the playground rehabilitation plan, as well as providing assistance with presenting the proposed plans to the Parks & Recreation Commission and City Council. The scope of work for the second phase of

the Project will depend on the results of the first phase, but will generally include: preparing bid documents (plans, specifications, and engineer's estimate - PS&E) for public works bidding based on selected schematic playground rehabilitation plan, assisting with obtaining Building and Fire permits for the design plans, and providing engineering support services during bid and award, construction, and post-construction phases of the Project.

DISCUSSION

In October 2020, the City issued a Statement of Qualifications (SOQ) seeking proposals from qualified consultant firms to establish the 2020-25 Parks & Recreation Department Pre-qualified Consultant List. A formal selection process was used to solicit qualifications from consultants. The final Pre-qualified Consultant List includes the top 10 most qualified consultant firms and is intended to be utilized for any potential design services for upcoming park improvement projects. On February 8, 2021, the City issued a Request for Proposals (RFP) to solicit proposals for both phases of the Project from all 10 firms on the Pre-qualified Consultant List. Staff received proposals from four firms: Gates and Associates Landscape Architecture, Inc., RHAA, SSA Landscape Architecture, and Verde Design. A proposal review panel consisting of staff from the Department of Public Works and Parks & Recreation Department evaluated each proposal against the criteria set forth in the RFP, including pricing, responsiveness to the RFP, project approach, and ability to complete the project within the proposed schedule.

Based on the panel's evaluation, Gates and Associates Landscape Architecture, Inc. (Gates & Associates) is recommended for the award of contract having submitted the best value proposal. Gates & Associates is a landscape architecture firm that has a wealth of knowledge and experience designing parks for numerous municipalities in the Bay Area. They demonstrated a strong project understanding and provided an excellent project approach to investigate and resolve the issues presented in the RFP. In addition, Gates & Associates has received recognition and awards from the American Public Works Association, Silicon Valley Chapter for various projects they have designed.

Staff recommends entering into the Agreement with Gates and Associates Landscape Architecture, Inc. to complete services for the first phase of the Westwood Oaks Playground Rehabilitation Project (Attachment 1). It is anticipated that staff will return to City Council before summer 2022 to obtain approval for the schematic design and amend the Agreement with Gates and Associates to enable them to complete the second phase of the Project. The Agreement includes a section covering prevailing wage requirements.

ENVIRONMENTAL REVIEW

This action is for design professional services and the action being considered does not constitute a "project" within the meaning of the California Environmental Quality Act ("CEQA") Guidelines section 15378 because it does not pose a potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment.

FISCAL IMPACT

The proposed Agreement is for a total not-to-exceed amount of \$92,817. This amount includes \$80,710 for basic services and \$12,107 for additional services. Staff is requesting 15 percent contingency for additional services due to the age of the park buildings and playgrounds and potential unforeseen conditions that may require additional efforts. There is sufficient funding for this agreement in the FY 2020/21 Adopted Capital Budget in the Westwood Oaks Park Playground Rehabilitation Project (Parks & Recreation Capital Fund) totaling \$1,149,800, and these funds are planned to be carried forward to FY 2021/22 as part of the adoption of the FY 2021/22 budget.

COORDINATION

This report has been coordinated with the Parks & Recreation Department, the Finance Department, and the City Attorney's Office.

PUBLIC CONTACT

Public contact was made by posting the Council agenda on the City's official-notice bulletin board outside City Hall Council Chambers. A complete agenda packet is available on the City's website and in the City Clerk's Office at least 72 hours prior to a Regular Meeting and 24 hours prior to a Special Meeting. A hard copy of any agenda report may be requested by contacting the City Clerk's Office at (408) 615-2220, email clerk@santaclaraca.gov <<mailto:clerk@santaclaraca.gov>> or at the public information desk at any City of Santa Clara public library.

RECOMMENDATION

1. Approve and authorize the City Manager to execute an agreement with Gates and Associates Landscape Architecture, Inc. for the Westwood Oaks Playground Rehabilitation Project in the amount not-to-exceed \$92,817; and
2. Authorize the City Manager to make minor modifications, if needed.

Reviewed by: Craig Mobeck, Director of Public Works

Approved by: Deanna J. Santana, City Manager

ATTACHMENTS

1. Agreement