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City Council

Staff Report

TO: Honorable Mayor and City Council

FROM: John Jansons, City Manager 

DATE: September 26, 2016

SUBJECT: Urban Forest Restoration and Park Development Project- Proposal for Design Services

RECOMMENDED ACTION:

It is respectfully recommended that the City Council approve and authorize the City Manager to execute a contract for services with Sierra Designs Inc. for the design and landscape architecture for the Urban Forest Restoration and Park Development Project in an amount of

BACKGROUND and DISCUSSION:

The City has received a proposal (Attachment 1) from Sierra Designs Inc. for design and landscape architecture in the amount of \$62,950 for additional phase(s) of work associated with full build-out of City park land at Walnut and Freedom Drive ("North Sports Park").

COORDINATION AND REVIEW:

The recommendation has been coordinated with and reviewed by Blaise and Associates, the City's grant manager and the City's Finance Department.

FISCAL IMPACT:

The proposed contract is in line with costs proposed through the Project planning and award process and are available in the project budget as included in the City's FY 16-17 Budget.

CONCLUSION:

It is respectfully recommended that the City Council approve and authorize the City Manager to execute the contract for design services with Sierra Designs Inc.

ATTACHMENT (s): 1- Proposal / Contract and Site Plan

Recommended By:



John Jansons, City Manager

Sierra Designs inc.
Landscape Architecture & Planning

August 9, 2016

Mr. John Jansons, City Manager
 City of Farmersville
 909 W. Visalia Road
 Farmersville, CA 93223

**Re: "Farmersville Urban Forest Restoration and Park Development" Grant
 (CalFire Grant)**

Dear John:

We are happy to send you this proposal for execution of certain portions of the work for the above mentioned grant project in Farmersville, California. Based on our understanding of the requirements of the grant, we are pleased to present the Scope of Services and Project Approach detailed in the attached Exhibit A. The fee for each of the part of the work is shown in the attachment. A summary of the fee is as follows:

Design and Project Implementation Tasks:

- | | |
|--|-------------------------------|
| 1. Grant Item 3A – Design and Engineering | \$ 30,000.00 |
| Grant Item 3C1 – Prepare RFP for Contracted Services | SDI Portion
included in 3A |
| 2. Grant Item 3C2 – Supplementary coordination with other
service providers | \$ 2,600.00 |
| 3. Grant Item 4E2 – Design Cal Fire Signs and oversee fabrication | \$ 2,600.00 |

Community Outreach/Other Grant Requirement Tasks

- | | |
|---|--------------|
| 4. Grant Item 3C4 – Provide monitoring for 3 years | \$ 8,000.00 |
| 5. Grant Item 3C5 – Develop Flyers and Handouts | \$ 9,090.00 |
| 6. Grant Item 3C6 – Host 7 events and aid in developing
outreach materials | \$ 10,660.00 |

<u>Total Fee</u>	\$62,950.00
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It is anticipated that the following marked consultants may be utilized for the successful completion of your plans; unmarked consultants may be added in later phases:

Architect	_____	Structural Engineer	_____
Horticultural Soils Lab	_____√_____	Civil Engineer	_____√_____
Compaction Testing Lab	_____	Surveyor	_____√_____
Biologist / Botanist	_____	Arborist	_____

113 N. Church Street, Suite 310 • Visalia, California • 93291
 559.733.3690 • fax 559.733.3694
 California Licenses 2455 and 2409

Schedule: Sierra Designs, inc landscape architecture develop a schedule for this work to meet the submittal requirements of the grant. We will deliver this schedule within one week of the receipt of the Notice to Proceed.

Sierra Designs, inc landscape architecture will perform services in this contract on a lump sum basis, excluding reimbursables. You will be notified of any unforeseen items that would require a modification of the anticipated fee or necessary time extensions.

Services not indicated above may be added directly to this agreement as the project progresses by entering the appropriate fee and both parties initial and dating those line items.

Sierra Designs, inc landscape architecture will provide you with Professional Design Services at the following rates:

RATES

Principal Landscape Architect/Planner	\$ 130.00/hr.
Landscape Architect	\$ 100.00/hr.
Landscape Designer/Technician	\$ 85.00/hr.
CAD Drafter	\$ 65.00/hr.

REIMBURSABLE EXPENSES

Bond Copies or Plots	\$ 2.00/ea.
Fax & Long Distance	At Cost
Outside Printing	Cost + 10%
Postage & Overnight Services	Cost + 10%
Consultants	Cost + 10%
Mileage	IRS Rate

Exclusions: Items not specifically noted in this agreement are excluded as part of these services, but can be provided as "Additional Services" upon direction from you to be followed by written verification from Sierra Designs, inc, or by separate written authorization.

Insurance:

Sierra Designs will provide the City of Farmersville with a Certificate of Insurance showing limits of coverage at \$2M per occurrence/\$4M aggregate General Liability and \$2M per occurrence/\$2M aggregate Professional Liability. We also carry the statutory limit of Workers Compensation Insurance. Hold Harmless and Obligation to Defend clauses shall not be required or supplied by either the City of Farmersville or by Sierra Designs, Inc.

Payments: Payment for invoices shall be within 30 days of invoice date. Invoices are generally present on a "Work in Progress" manner, generally as individual phases are completed or monthly, whichever occurs first. Payments not received within 30 days of invoice shall be subject to the maximum interest allowable by state law. If litigation is required to enforce the terms of this agreement, the prevailing party shall be entitled to court costs, reasonable administrative fees associated with the suit, and attorney's fees.

Per California Business and Professions Code, Chapter 3.5 of Div. 3, Section 5616(e):
LANDSCAPE ARCHITECTS ARE REGULATED BY THE CALIFORNIA BOARD OF
LANDSCAPE ARCHITECTS. ANY QUESTIONS MAY BE REFERRED TO THE
BOARD AT:

Cal Fire Grant
August 9, 2016

LANDSCAPE ARCHITECTS TECHNICAL COMMITTEE
2420 Del Paso Road, Suite 105
SACRAMENTO, CALIF. 95834
916-575-7230

Sierra Designs, inc landscape architecture appreciates your trust in our firm to provide you with outstanding design service. We look forward to the opportunity to work together towards the successful development of this project.

Respectfully,

Authorized to Proceed



Kay Hutmacher, ASLA
Principal Landscape Architect
Cal. Reg. No. 2455

Signature & Date

Sierra Designs inc.
Landscape Architecture & Planning

**EXHIBIT A – PROJECT APPROACH AND SCOPE
FARMERSVILLE URBAN FOREST RESTORATION AND
PARK DEVELOPMENT (CALFIRE) GRANT
FARMERSVILLE, CALIFORNIA**

General:

This Project Approach and Scope of Work has been developed based on the requirements and budget of the approved Cal Fire Grant #14-GHG-UF-01-GRIN-0017, "FARMERSVILLE URBAN FOREST RESTORATION AND PARK DEVELOPMENT". It is our intention to fulfill the portions of the grant applicable to our discipline within the budget of the grant. This Project Approach is numbered to reflect the budget items on the approved grant proposal (attached)

Sierra Designs Task 1, Grant Item 3A: "Final Design Engineering and Permitting":

1. Project Kick Off and linkage to complete work at Farmersville Park
 - a. Define scope/location of work based on existing Schematic Plan for north side of Sports Park. Update Schematic Design to incorporate any changes. Meet with City/Council/Stakeholders to review. One meeting budgeted.
 - i. Update to Schematic Plan will be in B&W only as a working document. Re-rendering the plan would be an Additional Service.
 - b. Retain sub-consultants as required. Fee for Civil Engineer and Surveyor sub-consultants are included in our fee. If the need arises for other unanticipated sub-consultants these fees are not included. Expected sub-consultants include
 - i. Civil Engineer for final grading design and development of cut/fill quantities
 - ii. Surveyor to update topographic survey in project area.
 - c. Kick off meeting to develop strategy for construction – assignment of construction to volunteers, contractors and subsidized workers (CSET, etc.) Meeting to include Sierra Designs, City Project Manager and Construction Manager.

2. Prepare Plans, Specifications and Cost Estimate
 - a. Plans will not begin until city has approved changes to the Schematic Plan (if any) and has developed a construction strategy utilizing volunteer, subsidized and contracted labor. Work required due to changes in this assignment of work after the plans are underway may be billed as an extra on a Time and Materials basis.
 - b. Prepare Layout, Grading, Irrigation, Planting plans and Landscape Details
 - c. Prepare Technical Specifications
 - d. Prepare Cost Estimate
 - e. Submittal Schedule:
 - i. 35%: Plans and Specification Outline. Design Development level Cost Estimate.
 - ii. 65%: Plans, Specifications and updated Cost Estimate. This submittal will be an informal, "over the shoulder" update of the Design Development plans.

- iii. 95%: Plans, Specifications and Cost Estimate. Also preliminary Bid Form/Bid Descriptions and Final Architect's Estimate. City to review and sign off on submittal before final Bid Set is prepared.
- iv. At each submittal the City will review the plans and, if necessary, provide comments, request revisions of particular areas. City will provide Notice to Proceed prior to moving ahead with continued design work.
- f. Plans for permits will be available, actual permitting will be by city or contractor.
- g. Reimbursables: Printing is reimbursable and not included in fee. There will be no charge for delivery of digital plans or specifications for review.

3. Bidding

- a. Bid package "front end" to be prepared by City or CM. We will provide necessary project data.
- b. Sierra Designs will prepare Bid Set Plans and Technical Specifications
- c. Sierra Designs will prepare Bid Form and Bid Item Descriptions
- d. We will support assembly of the bid package (Bid package to be prepared, released, advertised, duplicated, etc. by City)
- e. We will aid in the preparation of Addendums and will answer bidder questions as requested.
- f. We will attend the Bid Opening, but the Bid Opening will be conducted by the City or CM
- g. The City will be responsible for all contract, bonding, and other Construction Management duties

4. Construction Support

- a. Sierra Designs will support preparation of Dust Control Plan (provide site and project data and site plans)
- b. We will provide Construction observations as requested by Construction Manager. Five observations are budgeted
- c. Additional construction support would be offered at Time and Materials and assigned to the "construction" portion of the grant budget, 3B.

Fee for Task 1: \$30,000.00 plus any T&M noted above in item 4c.

Sierra Designs Task 2, Grant Item 3C2 "Project Management"

- 1. Coordination with "other services" – Sierra Designs will work with the City and Construction Manager to split the construction work on the project between contracted services and others such as CSET, the California Youth Authority, the public, the City, and others.
- 2. Sierra Designs will not provide input regarding insurance, Prevailing Wage requirements, etc. This work will be done by the City or Construction Manager.

Fee for Task 2: \$2,600.00

Sierra Designs Task 3, Grant Item 4A – Cal Fire Signs

- 1. Sierra Designs will provide the design and coordinate fabrication of the required CalFire signs.
- 2. The signs will be matching, and will meet CalFire requirements.
- 3. This item does not include the cost of the signs themselves, the mounting materials or labor.

Fee for Task 3: \$2,600.00

Sierra Designs Task 4 – Grant Item 3C4 – Provide Monitoring for Three Years

1. Sierra Designs will make monthly site visits during the first growing season then quarterly for the rest of the three year period
 - a. We will keep a log regarding tree health and vigor, amount of mulch and other site conditions.
 - b. We will prepare a brief report after each visit with recommendations for tree replacement, restaking, irrigation repair or other maintenance required.
 - c. It will be up to the city to act on any recommendations provided.
 - d. We will compile the reports to be available to the granting agency as needed

Fee for Task 4: \$ 8,000.00

Sierra Designs Task 5 – Grant Item 3C5 – Develop Flyers and Handout

1. Sierra Designs will develop:
 - a. A 1-2 page handout for elementary students, and a similar handout for older students.
 - b. A “teacher’s guide” to accompany each of these handouts. We will request review of these materials from teachers or administrators and integrate their comments.
 - c. A flyer for residents to take home regarding how to plant trees in their own yard, about water-wise gardening, storm water recharge, etc. This community handout will be in both English and Spanish
2. City will provide duplication and distribution of the handouts.

Fee for Task 5: \$9,090.00

Sierra Designs Task 6 – Grant Item 3C6 – Workshops

1. Sierra Designs will coordinate, attend and host (or arrange for hosting) the grant-required workshops, specifically:
 - a. A tree-planting event called “Trees for our City”
 - b. At least two age-appropriate field trips for Farmersville students
 - c. Four community workshops to involve the community in water-wise landscaping and pruning. The workshops will provide 200 seedlings for residents to plant in their own yards
2. Sierra Designs will arrange for the purchase of the seedlings, the cost of the seedling (plus delivery, etc.) will be a reimbursable expense (see note below) and is not included in the fee.
3. If there is any cost involved bringing in speakers, etc. for the workshops that fee will be borne by the city.
4. Sierra Designs will help develop the outreach materials to advertise these events, but the city will be responsible for preparation of the final product, duplication, coordination with TV, radio, bilingual community partners, etc.

Fee for Task 6: \$10,660.00

Note: Reimbursable Expenses - The city is directed to grant item (4) which will pay for many of the reimbursable expenses associated with the outreach, monitoring and signage portions of the project.

Attachment 7
Farmersville Urban Forest Restoration and Park Development Budget Proposal
14-GHG-UF-01-GRIN-0017

Grant
Item
1

2

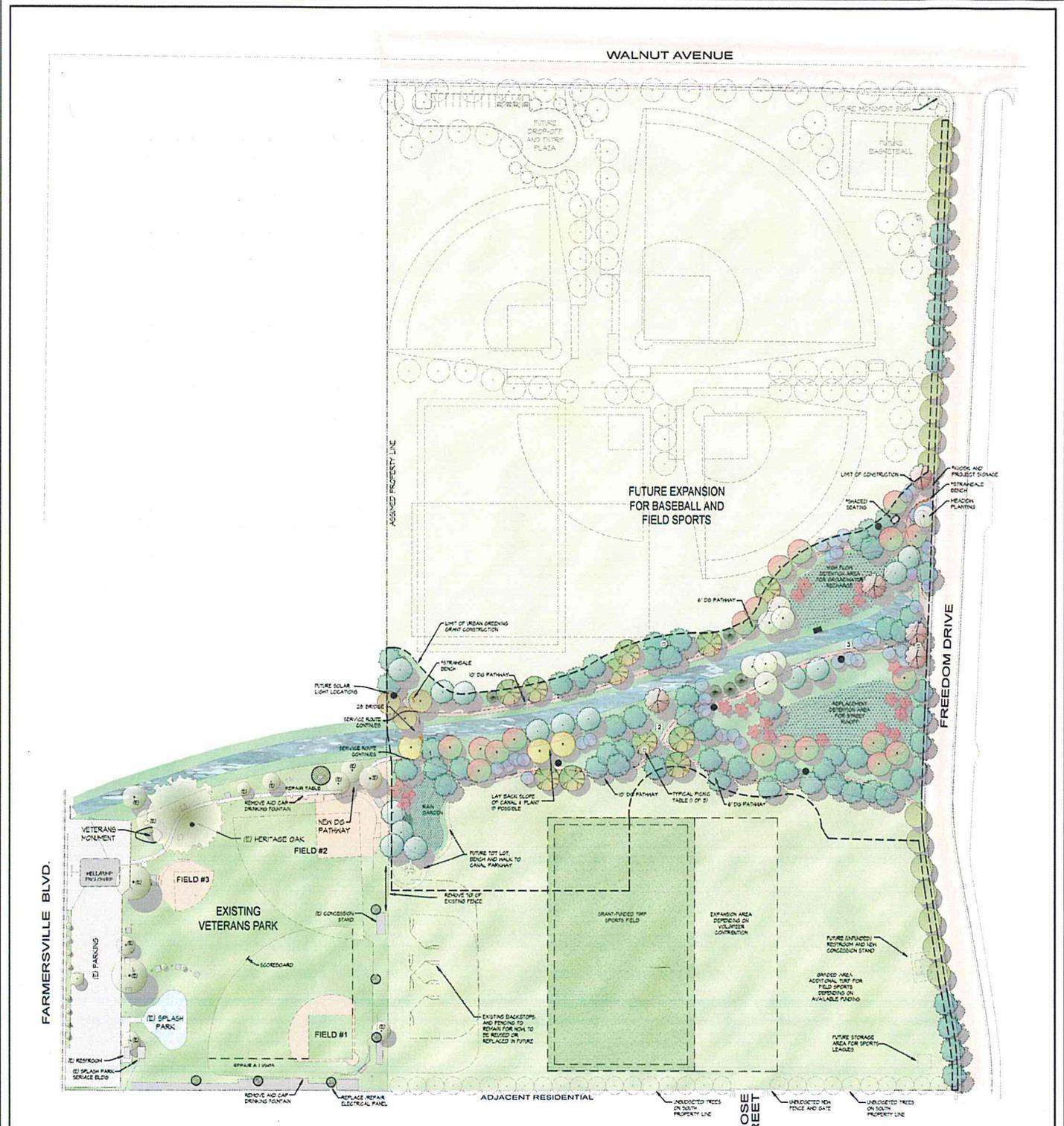
3A

3B

3C

4A

Budget Item Description	Computation			CalFIRE Grant Share	Grantee Match (in-kind)	Total Cost
	\$/Unit	Unit	Quantity			
<i>Salaries and Wages</i>						
Public Works Maintenance I and II employees 5-years maintenance	\$ 20	Hours	1,300		\$ 26,000	\$ 26,000
<i>Fringe Benefits</i>						
Public Works Maintenance I employee	\$ 3	Hours	1,300		\$ 4,000	\$ 4,000
<i>Contractual</i>						
A. <u>Sierra Designs Inc. Final Design, Engineering, Permitting</u>	\$ 30,000	LS	1	\$ 30,000		\$ 30,000
B1. Construction (mobilization/start up)	\$ 8,314	LS	1	\$ 8,314		\$ 8,314
B2. Construction (grading/excavation for bioswale)	\$ 68,551	LS	1	\$ 68,551		\$ 68,551
B3. Construction (irrigation installation)	\$ 38,863	LS	1	\$ 38,863		\$ 38,863
B3. Construction (trees, planting and staking)	\$ 21,526	LS	1	\$ 21,526		\$ 21,526
B4. Construction (Mulch in basins)	\$ 2,847	LS	1	\$ 2,847		\$ 2,847
B6. 90-day tree establishment (provided by contractor)	\$ 3,919	LS	1	\$ 3,919		\$ 3,919
B5. Construction Management (25% of Construction Tasks)	\$ 33,010	LS	1	\$ 33,010		\$ 33,010
C. Project Management (Developing RFP for construction and other services, assistance with contracting, <u>project monitoring three years, and outreach materials development and coordinating and hosting workshops.</u>)	\$ 44,470	LS	1	\$ 44,470		\$ 44,470
D. Grant Administration (quarterly progress reports, reimbursement requests, final report)	\$ 100	hrs	85	\$ 8,500		\$ 8,500
<i>Other Direct</i>						
Outreach Materials, Community Planning Workshops, <u>Seedlings for workshops (Announcements/Flyers/Direct Mail/PSAs--CAL FIRE Signage, 3 signs)</u>	\$ 10,000	LS	1	\$ 10,000		\$ 10,000
Total Project Costs				\$ 270,000	\$ 30,000	\$ 300,000
Percentage Contribution				90%	10%	100%



IDEAS FOR RENOVATIONS AT VETERANS PARK FROM ON-SITE MEETING -

- ELEMENTARY RANKING - WORK TO BE ACCOMPLISHED AS FUNDED ALLOWS:**
- ELECTRICAL REPAIRS AND UPGRADES TO SPORTS LIGHTING AND LIGHTING FOR AMERICAN FLAG
 - FLATTEN & RESEED TURF
 - ADD DUGOUT AT BALLFIELD #3
 - REPAIR DUGOUT AT BALLFIELD #2
 - RAISE FLOOR AND ROOF FOR DUGOUTS AT #1
 - REPLACE OUTFIELD FENCE AT #1
 - REPAIR TABLE
 - REMOVE DRINKING FOUNTAINS
 - HYGIENIC REPAIRS TO RESTROOM (GRANT LINE ITEM)
 - ADD PATHWAY TO GATE
 - REMOVE SECTION OF FENCE
 - ANY ADA COMPLIANCE REPAIRS?

- AS FUNDS PERMIT:**
- MORE BLEACHERS
 - FIX EXISTING BLEACHERS
 - EXTEND FENCING ON SOUTH SIDE OF #1

INTERPRETIVE PANELS (3 REQUIRED):

- 1) EARLY SETTLERS OF FARMERSVILLE
- 2) WILDLIFE AND BIRDS - DISCUSSION OF HABITAT
- 3) WATER CONSERVATION

- FUTURE (UNFUNDED) SOLAR LIGHTS
- ITEMS WITH * WILL REQUIRE COMMUNITY PARTICIPATION

