



Item No. 18 Town of Atherton

CITY COUNCIL STAFF REPORT – REGULAR AGENDA

**TO: HONORABLE MAYOR AND CITY COUNCIL
GEORGE RODERICKS, CITY MANAGER**

FROM: MICHAEL KASHIWAGI, COMMUNITY SERVICES DIRECTOR

DATE: JULY 20, 2016

SUBJECT: APPROVE THE RELEASE OF A REQUEST FOR PROPOSAL (RFP) TO PREPARE PLANS AND SPECIFICATIONS FOR PEDESTRIAN AND VEHICULAR CIRCULATION PLANS (PC1 & VC1) CONSISTENT WITH THE PARK AND LANDSCAPE MASTER PLANS

RECOMMENDATION

Approve the release of a Request for Proposal to prepare plans and specifications for pedestrian and vehicular circulation plans (PC1 and VC1) consistent with the Park and Landscape Master Plans.

BACKGROUND

The Holbrook Palmer Park Master Plan includes recommendations to replace the existing asphalt driveway near the Main House entrance with landscaping and a pedestrian path.



The Master Plan shows the removal of the asphalt driveway to the north of the Main House and replacement with landscaping and a pedestrian path connection from the parking lots to the playground. The Master Plan was created at the conceptual phase and detailed plans and specifications for the work need to be created before the project can bid and constructed.

This project would also evaluate the existing pedestrian path system to ensure it serves the needs of the Park users and ensure that the new pathways integrate with the existing pedestrian systems. The pedestrian entrance from Watkins Avenue will also be reviewed as part of this work.

The selected consultant team will work closely with Town staff and the Park & Recreation Committee to ensure the new links in the Park path system will function for all of the users and all new landscaping surrounding these links is consistent with both the 2015 Park Master Plan and the 2005 Park Landscape Master Plan. Town representatives and Park stakeholders will include Park & Recreation Committee, Public Works, Planning, Building and the Menlo Park Fire District.

ANALYSIS

The Request for Proposal solicits a qualified team to perform the necessary work associated with the preparation of plans and specifications for improvements to pedestrian circulation and development of landscape consistent with the Park Master Plan. This is PC1 and VC1 within the Park Master Plan. To facilitate completion of this project in FY 2016/17, the following project timeline has been developed:

PROPOSED TIMELINE

| | |
|-------------------------------------|--|
| July 21, 2016 | RFP available on Town of Atherton website |
| August 4, 2016, 11 am | Pre-proposal meeting (non-mandatory) |
| August 15, 2016, 3 pm | Submission deadline for written questions |
| August 22, 2016 | Responses to written questions available on Town of Atherton website |
| <i>August 30, 2016, 3 pm</i> | <i>Technical and Cost Proposals due</i> |
| Week of September 12, 2016 | Interviews with highest ranked proposers |
| October 19, 2016 | Recommendation to City Council for award of contract |

POLICY FOCUS

Work products generated from the consultant solicitation is the next step in implementation of modification and improvements identified in the Holbrook Palmer Park Master Plan. There are no outstanding policy issues.

FISCAL IMPACT

Funding for the planning, design, and construction for this project is included in the approved FY 2016/17 Capital Improvement Program. This project is listed as PC1 – Construction/Repair of various path links in asphalt or decomposed granite and VC1 – removal of barrier posts and abandoned asphalt drive to Main House providing walk connections, and modifications to planting and irrigation. The budget for the development and construction of the pedestrian circulation upgrades is \$235,000.

PUBLIC NOTICE

Public notification was achieved by posting the agenda, with this agenda item being listed, at least 72 hours prior to the meeting in print and electronically. Information about the project is also disseminated via the Town's electronic News Flash and Atherton Online. There are approximately 1,200 subscribers to the Town's electronic News Flash publications. Subscribers include residents as well as stakeholders – to include, but be not limited to, media outlets, school districts, Menlo Park Fire District, service providers (water, power, and sewer), and regional elected officials.

ATTACHMENT

Park Circulation Plan RFP

TOWN OF ATHERTON



REQUEST FOR PROPOSAL

For

**Holbrook Palmer Park Circulation Plan
Landscape and Engineering Services
For Pedestrian and Vehicular Circulation Improvements**

**Office of the City Clerk
91 Ashfield Road
Atherton, CA 94027**

Proposals Due by 3:00 pm on August 30, 2016

Project Overview

The Town of Atherton (“Town”) is seeking professional services relating to the development and preparation of plans, specifications and a cost estimate (PS&E) to implement recommended pedestrian and vehicular circulation improvements consistent with the adopted Holbrook-Palmer Park Landscape and Park Master Plans.

Town and Park Background

The Town of Atherton is a California municipal corporation, located approximately 30 miles south of San Francisco. The Town extends from slightly west of the Bayshore Freeway (US 101) up to I-280 and is approximately 4.5 miles long and 1.5 miles wide. Its municipal neighbors include Menlo Park to the south, Woodside to the west and Redwood City to the north. Incorporated in 1923, the Town is a community known for being entirely residential with its beautiful tree-studded estates, traditional architecture, and a number of excellent private as well as public schools. The Park is located at 150 Watkins Avenue, slightly east of El Camino Real, along SPRR tracks, and is adjacent to the Atherton Channel, which drains much of the Town. Olive Holbrook-Palmer left the 22-acre park to the Town in 1958.

Town Demographics

The 2010 Census Bureau Statistics indicate the following demographics:

- Population – 6,914
- Average Household Size - 2.80
- Median Age - 48.2
- Households – 2,330
- Median Family Income - \$200,000+
- Median Home Value - \$4,010,200

Project Background

The Town of Atherton has only one public recreation area, Holbrook-Palmer Park. The Park serves a variety of community needs including a meeting location, an events venue, including private events reserving the Main House or Pavilion, a Playschool, arts programs, dog training, Homer Field at Willie Mays Ballpark (Little League), lacrosse games, and passive recreation.

Facilities in the Park are as follows:

- Two-story Main House with meeting rooms and kitchen on the upper floor and arts program space on the lower floor, with an adjacent Event Garden.

- The Pavilion, a large room suitable for community events, such as the City Council and Planning Commission meetings.
- The Carriage House, used for various programs and for storage of Town records and various program materials.
- The Water Tower
- Knox Playschool, comprised of two modular buildings and outdoor play yard.
- Homer Field at Willie Mays Ballpark Little League field
- Town-owned House, currently used by the Town for residential uses.
- Park Corporation Yard
- Tennis Courts

The City Council adopted a Park Landscape Master Plan in July 2005 and a Park Master Plan in May 2015.

The selected consultant will develop and manage a process that solicits community input to ensure that construction plans reflect community needs, are compliant with accessibility and safety standards and are consistent with the adopted Master Plans.

PART A - Scope of Work

The Scope of Work focuses on preliminary path and vehicular circulation improvements, listed as PC1 and VC1 in the Park Master Plan (page 46). Public outreach and input are vital to the Town's processes. The selected consultant will be required to present detailed plans and specifications at various public meetings, to include the Park & Recreation Committee and City Council. There will be approximately 4 to 5 public meetings during the review and approval process.

SITE ANALYSIS/ASSESSMENT

This phase will include a site analysis of the property to consider existing site conditions, focusing on the existing pedestrian and vehicle paths.

General tasks/milestones:

- Review existing documents and relevant background materials relating to the project, including the Park Master Plan;
- Conduct meetings and/or interviews with City representatives and key stakeholders (Park & Recreation Committee, Public Works, Planning, Building, Menlo Park Fire District);
- Prepare Preliminary Design drawings to illustrate proposed paths for pedestrians and vehicle access;

- Complete any required CEQA Initial Study and develop a work plan if there are any mitigation requirements;
- Deliverables:
 - Draft full-size plan sheets of proposed improvements;
 - Full-size plan sheets showing existing conditions, overlaid with proposed changes;
 - CEQA Initial Study Checklist and mitigation requirements;
 - Any required formal surveying by a registered civil engineer.

COMMUNITY OUTREACH AND PUBLIC INPUT

This phase involves community input on the proposed improvements.

General tasks/milestones:

- Prepare a Presentation to the Parks and Recreation Committee;
- Coordinate with Town Clerk and Public Works Superintendent to publicize any public meetings to show conceptual plans and seek input;
- Deliverables:
 - 2-3 presentations to the Park and Recreation Committee: Preliminary, Design Development and Final Design.

DESIGN PLANS

In this phase, based on staff, regulatory and community review, design plans will be developed. These plans will reflect the needs and interests identified by the community, the Town's staff and other key partners. The plans should also reflect sound landscape architectural and engineering judgment and standards to provide safe, accessible, long-lasting and low maintenance facilities.

General tasks/milestones:

- Prepare design plans and specifications, incorporating City Standard Specifications;
- Present plans to City agencies and MP Fire District for review and approval;
- Make a presentation to City Council to receive authorization to solicit bids.
- Deliverables:
 - Construction Plans & Specifications
 - Cost Estimate

PART B - Pre-Submittal Process

1. A non-mandatory pre-proposal meeting will be held per the attached schedule.
2. Applicant questions: All questions regarding the RFP shall be submitted in writing no later than 4:00 p.m. per the attached schedule to Steve Tyler, Public Works Superintendent, at styler@ci.atherton.ca.us. Questions and responses will be posted by September 20 on the Atherton Town website.
3. Submittal Deadline: Thursday, September 29, 2016, at 3:00 p.m. Late submittals will not be accepted. Format and Delivery: Submit one PDF copy by email to Theresa DellaSanta at tdellasanta@ci.atherton.ca.us and three (3) letter-sized copies with one (1) unbound copy of the technical proposal to:

Atherton City Clerk
Town of Atherton
91 Ashfield Road
Atherton, CA 94027

Submittals will not be returned. **One (1) copy of the cost proposal shall be submitted in a separate sealed envelope at the same time as submittal of the technical proposal.**

Proposals submitted after the deadline will not be accepted for consideration.

The Town reserves the right to accept or reject any or all proposals, or to alter the selection process in any lawful way, to postpone the selection process for its own convenience at any time, and to waive any non-substantive defects in this RFP or the proposals.

The Town is seeking to engage the most qualified person or firm. The Town reserves the right to negotiate with other qualified persons or firms, or to solicit additional statements of qualifications at any point in the project should it fail to negotiate a reasonable fee with the initially selected person or firm.

PART C - Proposed Timeline

| | |
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PART D - Proposal Content

The proposal should include the following:

1. **FIRM OR PERSON INTRODUCTION:** including information such as length of time in business, office location(s), number of staff and a general summary of qualifications documenting the strengths of the firm or person, areas of expertise and licensing.
2. **APPROACH:** the person or firm's project management practices, methodologies and processes.
3. **PROJECT EXPERIENCE:** listing specific project management experience that is related to the type of service required by the project. Project experience should list the type of work provided with the client contact information for each project.
4. **WORK PLAN:** Detailed work plans with estimated hours by task or project phase.
5. **KEY STAFF:** including the identification of the Principal-in-Charge and key staff. This section should identify the qualifications and related experience of key staff assigned to the project; and includes their resume showing experience in project management services.
6. **LITIGATION:** - A list of any current litigation to which the firm or person are parties by virtue of their professional service, in addition to a list of any such litigation from the past ten years.
7. **DISCLOSURE:** of any past, ongoing, or potential conflicts of interest that the firm or person may have as a result of performing the anticipated work.

PART E Selection Criteria

Selection will be based on the following evaluation criteria:

1. Project understanding, as demonstrated by work plan and approach. (25%)
2. Qualifications and experience of key personnel and other team members, including sub-consultants. (20%)
3. Recent experience in performing similar designs. (25%)
4. Recent past performance in quality and completeness of work and delivery on time and within budget. (20%)
5. Feedback from references given. (10%)

After reviewing proposals, the Town may either directly enter into negotiations with the firm it finds best qualified or select a short list of firms to be interviewed by a selection panel. The Town reserves the right to modify the scope of work during negotiations, subject to mutual approval. If the Town is unable to negotiate a satisfactory agreement with its first choice it will enter into negotiations with the next choice. Final approval of the firm recommended by Town staff, the fee

and the contract must be reviewed and approved by the Atherton City Council.

For additional information, contact Steve Tyler, Atherton Public Works Superintendent, at (650) 752-0541.

Links to Online Documents:

Holbrook-Palmer Park Master Plan 2015

<http://www.ci.atherton.ca.us/documents/HPParkMasterPlan.pdf>

Holbrook Palmer Park Landscape Master Plan

<http://ca-atherton.civicplus.com/DocumentCenter/View/3328>