

PARKS, RECREATION, AND GOLF COMMISSION

Civic Center Conference Room #5
411 West Clay Street, Ukiah, CA 95482

Tuesday August 18, 2015
5:30 P.M.

A G E N D A

- I. **CALL TO ORDER/ROLL CALL**
- II. **INTRODUCTION OF COMMISSIONERS AND PRESENTERS**
- III. **AUDIENCE COMMENTS ON NON-AGENDA ITEMS**

The Parks, Recreation and Golf Commission welcomes input from the audience. If there is a matter of business on the agenda that you are interested in, you may address the Commission when this matter is considered. If you wish to speak on a matter that is not on this agenda, you may do so at this time. In order for everyone to be heard, please limit your comments to three (3) minutes per person and not more than ten (10) minutes per subject. The Brown Act regulations do not allow action to be taken on audience comments in which the subject is not listed on the agenda.

- IV. **OLD BUSINESS**

- A. Update on Recreation Programs and Events (Recreation Supervisor Young)

- V. **NEW BUSINESS**

- A. Discussion of adding electric plug outlets in Todd Park, and other parks as appropriate (Commissioner Knopf)

- B. Report on Services Contract for Park Planning, Design, and Operation Consultant Services with Gates + Associates (Commissioner Knopf)

- VI. **COMMISSIONER REPORTS**

- VII. **ADJOURNMENT**

*The next regularly scheduled meeting of the Parks, Recreation and Golf Commission is
September 15, 2015 at 5:30 in Conference Room 5
Civic Center Annex - 411 Seminary Drive, Ukiah CA*

Please be advised that the City needs to be notified 72 hours in advance of a meeting if any specific accommodations or interpreter services are needed in order for you to attend. The City complies with ADA requirements and will attempt to reasonably accommodate individuals with disabilities upon request.

I hereby certify under penalty of perjury under the laws of the State of California that the foregoing agenda was posted on the bulletin board at the main entrance of the City of Ukiah City Hall, located at 300 Seminary Avenue, Ukiah, California, not less than 72 hours prior to the meeting set forth on this agenda.

Dated this 14 day of August, 2015
Martin Bradley, Recorder

PARKS, RECREATION, AND GOLF COMMISSION
Ukiah Civic Center Annex
CONFERENCE ROOM 5
411 West Clay Street Ukiah, CA 95482

MINUTES
TUESDAY, July 21, 2015
5:30 P.M.

I. ROLL CALL / CALL TO ORDER

Commissioners Present:

Faye Hefte – Commission Chair

Henry Sadowski

Susan Knopf

Alan Nicholson

Staff Present:

Stephanie Young, Recreation Supervisor

Martin Bradley, Recorder

II. INTRODUCTIONS OF COMMISSIONERS AND PRESENTERS

Alan Nicholson was introduced as the PRGC newest member, appointed by the City Council at the June 17th 2015 meeting. Commissioner Nicholson will serve as an at-large member. His three year term will expire June 30, 2018.

III. AUDIENCE COMMENTS ON NON-AGENDA ITEMS

No audience comments

IV. OLD BUSINESS

A. There was no old business carried over from previous meetings

V. NEW BUSINESS

A. Recreation Programs and Events

Recreation Supervisor Young reported on the status of events and programs:

- The All American Picnic in the Park completed, two of the three Family Fun in the Sun events completed and three movies and concerts completed (half of the summer series).
- The summer pool programming and Summer Safari Day Camp are running smoothly with great numbers.
- The ninth annual Bud Light Men's Softball Tournament was a huge success with over 250 players from a dozen different counties participating.

B. Recorder Bradley announced that the City Council had introduced the ordinance to change number of commissioners on the PRGC membership at the July 15th 2015 council meeting. The ordinance is on August 5th council agenda to be approved as an amendment to the City Ordinance 1159. According to agenda summary: "The Community Services Department recognizes a need for more diverse representation and restructuring of the Park, Recreation and Golf Commission (PRGC) and proposes to change the group (from a seven) to a five member committee."

VI. COMMISSIONER REPORTS

A. Commissioner Knopf reported on the evaluation panel to select a Park Planning, Design and Operation Consultant. Knopf served as the PRGC representative. The evaluation committee reviewed and scored nine firms that responded to the Request for Proposals. She said she was impressed at the quality of all the architect and design groups. Three top scoring firms were selected to return for an interview. An update of the selection process was placed on the next PRGC meeting's agenda.

VII. ADJOURNMENT

There being no additional matters before the commission, Commissioner Sadowski moved that the meeting be adjourned. Commissioner Knopf seconded, the motion passed. Meeting adjourned at 6:20 pm.

*The next meeting is scheduled to take place at the Civic Center Conference Room #5
Tuesday, September 15, 2015 - 5:30 pm.*



ITEM NO.: 7b

MEETING DATE: August 5, 2015

AGENDA SUMMARY REPORT

SUBJECT: AUTHORIZE THE CITY MANAGER TO EXECUTE AN ON-CALL SERVICES CONTRACT FOR PARK PLANNING, DESIGN & OPERATION CONSULTANT SERVICES WITH GATES + ASSOCIATES

Summary: The Community Services Department has identified the need for Park Planning assistance on an as-needed basis in order to leverage the benefits of a long term relationship with such a consultant for our park's maintenance and enhancement activities.

Background:

The City of Ukiah requested proposals for park planning, design, and operation consultant services on an as-needed basis. Qualified firms with recent experience in park facility planning and operations were asked to provide a proposal for professional services related to the design and maintenance of various park, open space, and landscape facilities for the City.

The City presently owns or controls approximately 335 acres of parkland, open space and landscape. Included in Ukiah's park inventory are athletic fields, tennis courts, community centers, play areas, golf course, general landscaped areas, and open space. The City's park and leisure facilities vary substantially in terms of size, amenities, and use, and are highlighted by the 38-acre Riverside Park, the 16 acre Todd Grove Park, and the 10 acre Ukiah Sports Complex.

Added expertise with a specialty firm will maximize the City's capability to implement quality park improvements, establish/revise maintenance procedures, eliminate redundancy and duplication in the design firm selection and design processes, expedite the improvement of Ukiah's park facilities, and reduce overall project costs.

The City desires to establish a five (5) year contract with an option to renew for an additional term of up to an additional five (5) years subject to mutually agreeable pricing modifications and service performance.

Discussion:

As is true in many municipalities, a number of Ukiah's parks have entered their "middle age", and are in need of rehabilitation, improvement, and at times reconfiguration. In addition, the City continues to add

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RECOMMENDED ACTION(S): Authorize the City Manager to execute a five-year on-call contract with the option to renew for an additional term of up to five years, subject to mutually agreeable pricing modifications and service performance, with Gates + Associates for Park Planning, Design, and Operation Consultant Services.

ALTERNATIVES: Remand to staff with further direction.

Citizens advised:

Requested by: Sage Sangiacomo, City Manager
Prepared by: Maya Simerson, Community Services Supervisor & Mary Horger, Purchasing Supervisor
Coordinated with: Sage Sangiacomo, City Manager
Presenters: Maya Simerson, Community Services Supervisor
Attachments: Request for Proposals; Gates + Associates Fee Schedule

COUNCIL ACTION DATE: _____: Approved Continued to _____ Other _____

RECORDS APPROVED: Agreement: _____ Resolution: _____ Ordinance: _____

Note: Please write Agreement No. in upper right corner of agreement when drafted.

Approved: 
Sage Sangiacomo, City Manager

parkland, open space and landscape areas to its inventory to better meet the leisure needs of the community.

The City is constantly working to improve and expand its park and leisure facilities. In addition to the development of new parklands, there is a strong desire to rehabilitate and enhance existing park facilities. Typical park improvements will frequently include the installation/replacement of automatic irrigation systems, landscaping, walkways, security lighting, play equipment, restrooms, site furnishings, and sports and picnic facilities.

It is expected that this work will be implemented on a project-by-park basis as funds are appropriated by the City Council and/or awarded through grants and donations. Community involvement in the park design process is important to the City, as is a desire to capture Ukiah's unique heritage and character in its park improvement efforts and preservation of open space.

A Request for Proposal was issued at the beginning of May to a list of twenty firms, as well as posted on the City's website. Nine firms responded: Ann Baker Landscape Architecture, Firma Design Group, Gates + Associates, Stantec, RHAA Landscape Architecture, PGA Design, GSM Landscape Architects, Harris Design, and Conservation Technix.

The proposals were independently reviewed and scored by an evaluation committee made up of three City staff members, one member from the Parks, Recreation and Golf Commission, and one community member. From this scoring, the top three firms were invited for an interview, which were Ann Baker Landscape Architecture, Firma Design Group and Gates + Associates. At the end of this process, the evaluation committee made their final selection of Gates + Associates.

Gates + Associates, located in San Ramon, is a landscape architecture, land planning, and urban design firm, with four decades of experience designing parks, trails and streetscapes, at a range of scales, with varying degrees and types of amenities, and with a wide range of budget constraints. Additionally, they have assisted cities, counties, and service districts in evaluating and renovating existing parks, trails and streetscapes. Their staff also includes LEED Accredited Professionals, Bay-Friendly Qualified Landscape Professionals and Raters, Accredited Green Roof Professionals, arborists, certified irrigation designer and water auditor, Crime Prevention Through Environmental Design-trained professionals, playground safety inspectors, as well as graphic communications and outreach specialists.

Staff recommends authorizing the City Manager to execute a five-year on-call services contract with Gates + Associates. The scope and schedule for each project will be negotiated on a project by project basis and compensated at an hourly rate as set forth in the agreed upon contract, with approved budgeted funds.

FISCAL IMPACT:					
Budgeted Amount in 15-16 FY	New Appropriation Source of Funds (Title & No.)	Account Number	Budget Amendment Required		Previous Contract or Purchase Order No.
Multiple	TBD	Various	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A

CITY OF UKIAH



REQUEST FOR PROPOSAL

PARK PLANNING, DESIGN & OPERATION CONSULTANT SERVICES

City of Ukiah
300 Seminary Avenue
Ukiah, CA 95482
Phone (707) 463-6233
FAX (707) 463-6234

Proposals are due by 5:00 PM
Thursday, May 21, 2015

I. RATE SCHEDULE

EFFECTIVE THROUGH JUNE 2020

I. Hourly Fees

Hourly Fees for Services of:	Rate Per Hour:
Partner	\$155.00
Principal	\$145.00
Senior Associate	\$100.00
Associate	\$80.00
Irrigation Designer	\$120.00
Visual Communications Designer	\$115.00
Administrative/Drafter	\$80.00

Progress Billing for services rendered invoiced on monthly basis

II. Expenses (Reimbursables)

- A. The consultant fees are not to exceed the hourly rates above, without prior City authorization.
- B. Other direct expenses at cost which may include:
 1. Printing and reproduction costs will be pre-approved for each project. Cost will be based on in-house cost plus 5%.
 2. Mileage will be billed at 50% of the current IRS Standard Mileage Rate, and as yearly updated.
 3. Travel expenses will be billed at 50% of the current U.S. General Services Administration Per Diem rates for zip code 95482 (www.gsa.gov/portal/category/100120) and as yearly updated. Consultant hourly rate will not be billed while traveling.