



Item No. 5b Town of Atherton

PARK AND RECREATION COMMITTEE – REGULAR AGENDA

TO: PARKS AND RECREATION COMMITTEE

FROM: STEVE TYLER – PARK SUPERINTENDENT

DATE: JULY 8, 2016

SUBJECT: 2016-17 PARK CIRCULATION PLAN

BACKGROUND

On May 20, 2015, the Atherton City Council adopted a Master Plan for Holbrook Palmer Park.

During the 2015-16 fiscal year, a series of park enhancement projects took place funded by the Towns Capital Improvement Plan.

For the 2016-17 FY, The Town's next priority for the Master Plan is to fund the following:

- VC1: Remove barrier posts and abandoned asphalt drive to Main House. Provide a walk connection; modify planting and irrigation, level gate panel and stripe walkway at park entrance from street (Watkins Ave.). Est. \$27,000
- PC1: Construct/repair various path links (22,100 s.f.) in asphalt or decomposed granite. Est. \$203,750.

Interwest consulting was tasked with putting together the RFP for the P&R Committees review. The first draft of this RFP is attached to this report. After much consideration, it was decided that the following criteria was necessary to contain in this document:

- This RFP requires both a Civil Engineer and a Landscape Architect. It was decided that the Landscape Architect should play the lead role in this arrangement.
- The scope of this RFP is to develop a set of construction documents that can be put out for bid. These documents shall contain all of the work necessary and within a budget given for this project (\$230,750 minus PS&E costs).
- A realistic timeline developed to allow the work to be performed in the spring of 2017.
- Time allotted to work with the Park and Recreation committee (3 meetings) to allow for input into the project.

Discussion of the 1st draft of the RFP to take place at the July 6, 2016 P&R meeting.

TOWN OF ATHERTON



REQUEST FOR PROPOSAL

**for
Circulation Plan
Landscape Architecture and Engineering Services
for
Holbrook-Palmer Park**

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

Proposals Due by 3:00 pm on September 29, 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 circulation improvements from the Holbrook-Palmer Park Master Plan.

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. As such, it 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 for overnight residential purposes by Atherton police officers
- Park Corporation Yard
- Tennis Courts.

City Council adopted a Park Master Plan on May 20, 2015.

The Consultant will develop and manage a process that solicits community input to ensure that construction plans reflect community needs and are compliant with accessibility and safety standards.

PART A - Scope of Work

The Scope of Work focuses on path improvements, including three of the Master Plan's recommendations: VC1, PC1 & 2 (Master Plan, page 46). Public outreach and input are vital elements in the development and confirmation of design concepts. The Town's Parks and Recreation Committee's regular meetings will serve as the forum for four opportunities for public review.

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 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, bicyclists (allowed from pedestrian bridge to Felton Gables date) and vehicle access;
- Complete 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.

COMMUNITY OUTREACH AND PUBLIC INPUT

This phase embarks on the community outreach process and solicits community comment on the proposed park improvements.

General tasks/milestones:

- Prepare a presentation to the P&R Committee
- Coordinate with Town Clerk and Public Works Superintendent to publicize the public meeting to show conceptual plans and seek input.

Deliverables:

- 3 presentations to 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 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

and e-mail a PDF copy to Theresa Della Santa at tdellasanta@ci.atherton.ca.us.

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

August 1, 2016	RFP available on Town of Atherton website
September 8, 2016, 11 am	Pre-proposal meeting (non-mandatory)
September 15, 2016, 3 pm	Submission deadline for written questions
September 20, 2016	Responses to written questions available on Town of Atherton website
September 29, 2016, 3 pm	Technical and Cost Proposals due
Week of October 10, 2016	Interviews with highest ranked proposers
October 19, 2016	Recommendation to City Council

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. (15%)
2. Qualifications and experience of key personnel and other team members, including sub-consultants. (35%)
3. Recent experience in performing similar designs. (20%)
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) 752-0540.

Holbrook-Palmer Park Master Plan 2015

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