



STAFF REPORT

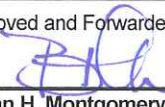
Date: Tuesday, July 11, 2017

To: Bryan H. Montgomery, City Manager

From: Kevin Rohani, P.E. Public Works Director/City Engineer

Subject: **Agreement with Garth Ruffner Landscape Architect and Freyer & Laureta, Inc. for Landscape Architectural and Engineering Design Services associated with CIP Project Number 206 – Athletic Field at Nunn-Wilson Park**

Approved and Forwarded to City Council:


Bryan H. Montgomery, City Manager

Background and Analysis

The City's adopted FY 2017/18 Capital Improvement Program (CIP) Budget designates funding for various infrastructure repair and replacement projects. This is consistent with the City's goals to improve the quality of the City's public infrastructure and to enhance the quality of life for our residents.

The City of Oakley is a vibrant and thriving community that continues to grow with many new families moving to Oakley to enjoy all the offerings of the City and its quality of life. On a bi-annual schedule, the City Council has public meetings with the community residents to discuss the strategic goals for the community. As part of this effort, the construction of an Athletic Field was selected by City Council as a priority and a goal.

The Athletic Field Project at the Nunn Wilson Park will improve the existing detention basin at the southwest corner of Laurel Road and Brown Road. The field will be used for various recreational sports and will be a great addition to our community.

Staff has worked with the architectural and engineering firms (Garth Ruffner Landscape Architect and Freyer & Laureta, Inc.) that are best suited for design of this project and will coordinate the design with the Oakley Community Dog Park Project that this team has designed.

Staff negotiated the final scope of work and design cost at a very competitive cost for the scale of this project. These firms worked successfully on the design and construction of the new Amphitheater at Civic Center Park, currently on the Oakley

Community Dog Park Project; and are very familiar with the community and our requirements.

Fiscal Impact

Approval of the resolution will authorize the City Manager to execute an agreement with Garth Ruffner Landscape Architect for a cost not to exceed \$19,840 and with Freyer & Laureta, Inc. for a cost not to exceed \$11,830. The 2017/18 Fiscal Year Capital Improvement Program budgeted funds for the design and construction of this project from Park Impact Fee funds.

Staff Recommendation

Staff recommends that the City Council adopt the resolution approving the proposal and to execute an agreement with Garth Ruffner Landscape Architect and Freyer & Laureta, Inc. for design services associated with CIP 206 – Athletic Field at Nunn-Wilson Park, and authorizing the City Manager to enter into an agreement.

Attachments

- 1) Garth Ruffner Landscape Architect Design Proposal
- 2) Freyer & Laureta, Inc. Design Proposal
- 3) Resolution

Garth Ruffner Landscape Architect (916) 797-2576

**PROPOSAL FOR
LANDSCAPE ARCHITECTURAL SERVICES
NUNN-WILSON FAMILY PARK PHASE III**

I. Description

- A. This Proposal is prepared for the City of Oakley, California, hereinafter referred to as the Client, by Garth Ruffner Landscape Architect, of 4120 Douglas Blvd., #306-301, Roseville, California, on June 28, 2017.
- B. Site Description: The Site is located at the southwestern corner of the intersection of Laurel Road and Brown Road in the City of Oakley, California. The Site is approximately 3½ acres in size.
- C. Project Summary: This Proposal offers services for schematic design; preliminary design; design development; construction documentation and construction observation of paving, site amenities, planting and irrigation work.

II. Scope of Services

- A. Schematic Design
 - 1. Site visit and soil testing to evaluate the impact of the Site's existing features and surroundings on the proposed landscaping.
 - 2. Collaborate with the Client and the Civil Engineer to refine the conceptual layout for the facility prepared earlier this year. Evaluate potential concepts in relation to cost, local ordinance compliance, ease of maintenance and an attractive appearance.
 - 3. Prepare a schematic design site plan that includes pedestrian paving, site furnishings, fixed athletic equipment and fencing.
 - 4. Work with the Client's Civil Engineer to prepare a schematic estimate of probable construction costs.
- B. Preliminary Design
 - 1. Refine the schematic site plan in coordination with the Client's Civil Engineer.
 - 2. Prepare an electronically colored preliminary landscape plan that includes paving; site amenities; tree types and locations; turf and planter areas; and a preliminary plant list.
 - 3. Work with the Client's Civil Engineer to prepare a preliminary estimate of probable construction costs.

4. Up to one meeting with the Client to discuss the preliminary drawing and preliminary estimate of probable construction costs.
- C. Design Development
1. Refine the preliminary site plan in coordination with the Client's Civil Engineer.
 2. Prepare a 40% complete layout plan noting paving, various site amenities and significant dimensions.
 3. Provide cut sheets of proposed manufactured products for Client review.
 4. Prepare a 40% complete irrigation plan including the irrigation supply system (excluding remote control valves), typical vignettes of the irrigation distribution system and a list of irrigation components.
 5. Prepare a 40% complete planting plan including a complete tree layout; seeded grass areas; and typical vignettes of shrub and groundcover planting layouts.
 6. Work with the Client's Civil Engineer to prepare a design development level estimate of probable construction costs.
- D. Construction Documents
1. Prepare a layout plan which describes the horizontal locations of non-vehicular pavement, fixed athletic equipment, fencing and site furnishings.
 2. Prepare an irrigation plan which describes the layout of products and equipment. The irrigation plan shall conform to the City of Oakley Water Conservation Ordinance.
 3. Prepare a planting plan which describes the layout and types of plant materials proposed.
 4. The following detail drawings are included in this Proposal:
 - a. Non-vehicular paving
 - b. Fencing
 - c. Cast in place concrete seating
 - d. Irrigation supply
 - e. Irrigation distribution
 - f. Tree and shrub planting
 5. The following Specifications are included in this Proposal:
 - a. Non-vehicular paving
 - b. Cast in place concrete
 - c. Fencing
 - d. Site furnishings
 - e. Irrigation
 - f. Planting
 6. Work with the Client's Civil Engineer to prepare an estimate of probable construction costs.

7. Up to one meeting with the Client to discuss the construction documents and estimate of probable construction costs.

E. Construction Observation

1. Review required landscape contractor submittals to evaluate conformance with the Landscape Architect's design intent.
2. A progress site observation visit will be made during construction to verify that the work completed is generally consistent with the intent of the Landscape Architect's Construction Documents.
3. A pre-maintenance observation visit will occur prior to the Landscape Architect's recommending that the landscape contractor be authorized to proceed with the Maintenance Period.
4. A final site observation visit will occur prior to Client's final acceptance at the conclusion of the Maintenance Period.
5. A written report will be submitted to the Client within 7 working days of each observation visit.
6. Although Landscape Architect may observe and discuss potential problems during these visits, the visits are not construction inspections or a guarantee that there will not be construction deficiencies.
7. Additional observation visits shall be billed for as an Extra Service.

III. Fees for Services

A.	Schematic Design	\$2,460.00
B.	Preliminary Design	\$2,410.00
C.	Design Development	\$3,750.00
D.	Construction Documents	\$7,350.00
E.	Construction Observation	<u>\$3,870.00</u>
F.	Total Fee	\$19,840.00

IV. Extra Services

- A. Extra Services beyond Landscape Architect's Scope of Services may be provided if confirmed in writing. Client agrees that significant changes to the Project schedule, budget or the Project's scope may require Extra Services of Landscape Architect.
- B. Extra Services shall be performed at a rate of \$125.00 per hour.

V. Expenses

- A. Included Expenses:
 - 1. Landscape soils test as analyzed by Sunland Analytical Labs of Rancho Cordova, California.
 - 2. Mileage
 - 3. Phone charges
 - 4. First class mail
 - 5. Drawings in electronic format (*.dxf, *.dwg, and/or *.pdf)

- B. Extra Expenses requested and approved by the Client shall be billed as noted below to the Client.
 - 1. Courier Delivery (at cost)
 - 2. Overnight or Express Mail (at cost)
 - 3. Hiring of consultants not specifically mentioned in This Proposal (at cost plus 10%).

- C. Reimbursable Expenses (including, but not limited to prints or plots) will be billed at cost.

VI. Conditions

- A. Services will be billed on a monthly basis or upon completion of a phase of work, whichever occurs first. Payment shall be due within 30 calendar days of the date of invoice.

- B. The Client will provide the Landscape Architect with all of the information, surveys, reports, and professional recommendations necessary for the performance of the Landscape Architect's professional services and a current CAD *.dwg (*Release 12-2014*) or *.dxf format electronic file(s) of the site plan. The Landscape Architect may reasonably rely on the accuracy and completeness of these items.

- C. The Client will advise the Landscape Architect of any known or suspected contaminants at the Project site.

- D. Client will obtain and pay for all necessary permits from authorities with jurisdiction over the Project.

- E. Excluded Services are not a part of Landscape Architect's Scope of Services or Extra Services and are the responsibility of others. Excluded Services include, but are not limited to, the following: agency submittals;

commissioning; topographic surveys; arborist reports; storm drainage; utility locations; pavement; signage; security; electrical power; lighting; construction cost estimates and irrigation audits.

- F. Time of Completion: The following estimate of completion times for each phase of work begins upon receipt of this Proposal, signed by the Client and the Landscape Architect, and notice from the Client to proceed upon the phase in question. Delays due to action or inaction by parties who are outside the control of the Landscape Architect shall result in an extension of the time of completion for a period of time at least equal to the delay.
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|------------------------------|------------------|
| 1. Schematic Design: | 28 Calendar Days |
| 2. Preliminary Design: | 28 Calendar Days |
| 3. Design Development: | 35 Calendar Days |
| 4. Construction Documents: | 42 Calendar Days |
| 5. Construction Observation: | 7 Calendar Days |
- G. The Landscape Architect will provide its professional services in accordance with generally accepted standards of its profession.
- H. Proper Project maintenance is required after the Project is complete. A lack of or improper maintenance in areas such as, but not limited to drainage systems, plant materials and irrigation systems may result in damage to property or persons.
- I. Landscape Architects are licensed by the State of California.

Please let me know if you have questions or concerns.

Best regards,


Garth Ruffner Landscape Architect #2808

June 28, 2017

Date



CIVIL ENGINEERS • SURVEYORS • CONSTRUCTION MANAGERS

May 8, 2017

Ms. Billilee Saengchalern, P.E.
Associate Civil Engineer
City of Oakley
Public Works Department
3231 Main Street
Oakley, CA 94561

**Re: ENGINEERING SERVICES PROPOSAL, CITY OF OAKLEY
ATHLETIC FIELD**

Dear Ms. Saengchalern:

Thank you for the opportunity to present this proposal to you for the preparation of civil engineering documents for the subject project. We propose the following Scope of Services:

Scope of Services

Grading and Drainage Plan

A Civil Site Grading and Drainage Plan for the athletic field will be prepared including storm drainage facilities and design grading for the field. This plan will be coordinated by the site plan prepared by the project landscape architect and coordinated with existing storm water infrastructure within the project area.

An Erosion and Storm Water Control Plan will be prepared showing proposed drainage system and erosion/pollution controls proposed during construction for the project site.

A Stormwater Control Plan is not anticipated for this site since primarily grass and permeable surfaces.

Lighting design is not anticipated for this site.

Proposed Fee Schedule

All work will be on a time and materials (t&m) basis, not exceed the following limits without City authorization (please review the Fee Breakdown matrix for breakdown of costs):

Grading and Drainage Plan	\$11,830
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Ms. Billilee Saengchalern, P.E.
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Items specifically excluded from this scope of work:

- Geotechnical work.
- Special studies and reports in support of any applications, permitting, etc.
- Payment of any fees or charges for review(s), permitting, application processing, etc.
- Construction surveys.
- Structural design.

Thank you again for the opportunity of submitting this proposal to you. We look forward to working with you on this project. If you have any questions, please feel free to call us.

Sincerely,
FREYER & LAURETA, INC.

A handwritten signature in black ink, appearing to read "Richard J. Laureta". The signature is written in a cursive, flowing style.

Richard J. Laureta, P.E.
President



**PROPOSED CITY OF OAKLEY
ATHLETIC FIELD FEE BREAKDOWN**

Date: 5.08.17

<i>Estimated Staff Hours and Budget</i>		Labor			
Freyer & Laureta, Inc. Team		F&L			Fee
		Principal/P \$225	Senior Eng. \$185	Staff Eng. \$125	
Design Services					
Athletic Field Grading and Drainage Plan					
50% Submittal		2	4	40	\$6,190
90% Submittal		2	2	24	\$3,820
Final Submittal		2	2	8	\$1,820
Sub-Total, (\$)					\$11,830
Total (hours)		6	8	72	
Total, (\$)		\$1,350	\$1,480	\$9,000	\$11,830
TOTAL (SERVICES + MISC):					\$11,830

RESOLUTION NO. ___-17

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OAKLEY APPROVING AGREEMENTS WITH GARTH RUFFNER LANDSCAPE ARCHITECT AND FREYER & LAURETA, INC. FOR LANDSCAPE ARCHITECTURAL AND ENGINEERING DESIGN SERVICES ASSOCIATED WITH THE ATHLETIC FIELD PROJECT AT NUNN-WILSON PARK, CIP NO. 206 AND AUTHORIZING THE CITY MANAGER TO EXECUTE THE AGREEMENTS

WHEREAS, as part of the Fiscal Year 2017/18 Budget, the City of Oakley approved a 5-Year Capital improvement Program (CIP); and

WHEREAS, Project Number 206 is to design the Athletic Field at Nunn-Wilson Park Project; and

WHEREAS, after a review and evaluation of the proposals from Garth Ruffner Landscape Architect and Freyer & Laureta, Inc., who collaborated on the original conceptual plan and cost estimates, it was determined that these firms were best suited to perform and complete the design service; and

WHEREAS, Garth Ruffner Landscape Architect and Freyer & Laureta, Inc., have respectively submitted a proposal to prepare landscape architectural and engineering design services for CIP Project Number 206 for an amount not to exceed \$19,840 and \$11,830; and

NOW, THEREFORE, BE IT RESOLVED AND ORDERED, that the City Council of the City of Oakley hereby approves the proposals with Garth Ruffner Landscape Architect and Freyer & Laureta, Inc. for performing landscape architectural and engineering design for CIP Project Number 206 for an amount not to exceed \$19,840 and \$11,830 respectively, in the form attached hereto as Exhibit A and B, and authorizes the City Manager to execute into the respective agreements.

PASSED AND ADOPTED by the City Council of the City of Oakley at a meeting held on the 11th of July, 2017 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

APPROVED:

Sue Higgins, Mayor

ATTEST:

Libby Vreonis, City Clerk

Date