

**MEMORANDUM
COUNTY OF PLACER
DEPARTMENT OF ADMINISTRATIVE SERVICES
PROCUREMENT SERVICES DIVISION**

TO: Honorable Board of Supervisors
FROM: Brett Wood, Purchasing Manager
DATE: November 3, 2015
SUBJECT: Park, Trail, and Landscape Development Services – Various Firms

ACTION REQUESTED

Approve review of Qualified List of firms, as the result of competitive Request for Qualifications No. 10484, for on-call park, trail, and landscape development services, to be provided as needed to the Department of Public Works and Facilities, for the period of November 3, 2015 to October 31, 2018; and

Approve option to renew the resulting Qualified List on a year-to-year basis for two additional one-year terms.

BACKGROUND

The County of Placer currently owns over 300 parcels including the operation of 38 park sites totaling over 1,800 acres, 163 acres of landscaped area, and a network of trails throughout the County. The Department of Public Works and Facilities, Parks and Grounds Division anticipates upcoming projects including new recreational facilities, trail development, landscape retrofits for water savings, major renovations, vegetation management, mapping and signage for the public, park planning, and review of park and trail facilities by the development community.

The Department requires qualified firms to assist with small to medium sized projects that need a combination of master planning, schematic design, environmental clearance, graphics, permitting, monitoring, construction support, and assistance with land use oversight. The department contracts with firms when workload exceeds staff resources to complete the projects in a timely manner, or when special projects develop which are added to the budgeted workload.

To identify a list of qualified firms to provide on-call park, trail, and landscape development services, the Department of Public Works and Facilities enlisted the assistance of the Procurement Services Division to develop Request for Qualifications and Request for Proposals (RFQ/RFP) No. 10484. One hundred sixty-two firms were notified of the solicitation, seventy-eight firms accessed the documents, and formal responses were received from twelve firms.

An evaluation panel comprised of representatives from the Department of Public Works and Facilities, Community Development Resource Agency, and a member of the Placer County Parks Commission reviewed the responses in accordance with the evaluation criteria contained within the solicitation. The final list is the result of the panel's consensus after discussion, and is based on a natural break occurring between the overall scores and rankings of the firms.

The list attached is based strictly on the requirements and criteria of RFQ/RFP No. 10484 and do not in any way reflect the County's judgment of the responding firms' capabilities to perform work outside of this specific solicitation. A summary of the proposed firms for the qualified list is illustrated in the attachment. The County may use the resulting list of consultants for agreements that will be utilized on an "as needed" basis depending on available funding, staffing levels, and shifting priorities of projects.

The department has a requirement for on-call services for various park, trail, and landscape development projects and requests that Master Service Agreements (MSAs) with multiple firms be established as a result of the qualified list for the period of November 3, 2015 to October 31, 2018. The MSAs will allow the department to have consultant services available as needed to perform funded project tasks. It is also anticipated that the services of these firms will be available to other departments as needed.

Therefore, your Board's approval is required to ratify the panel's recommendation to list the top ranked firms and adopt a qualified list for park, trail, and landscape development services effective for approximately three years from November 3, 2015 to October 31, 2018, and to extend the qualified list on a year-to-year basis for two additional one-year terms.

FISCAL IMPACT

There is no immediate fiscal impact resulting from the approval to ratify the panel's recommendation to list the top ranked firms and adopt the qualified list. Individual contracts will be negotiated with one or more firms as needed, and the resulting expenditures will be funded from existing budgets or project funds, as appropriate. Purchase orders of \$50,000 or less may be executed by the Purchasing Manager. Purchase orders which are greater than \$50,000 will require your Board's approval.

Attachment: Qualified List

cc: Ken Grehm, Director of Public Works and Facilities
Andy Fisher, Parks Planner, Department of Public Works and Facilities, Parks and Grounds Division

QUALIFIED LIST

PARK, TRAIL, AND LANDSCAPE ON-CALL SERVICES

<u>NAME OF FIRM</u>	<u>CONTACT PERSON</u>
AECOM 2020 L Street, Suite 400 Sacramento, CA 95811	Petra Unger
	Phone: 916-414-5800
	Fax: 916-414-5850
	Email: Petra.unger@aecom.com
Alta Planning + Design, Inc 131 L Street Sacramento, CA 95814	Michael Jones, MCP
	Phone: 916-662-7143
	Fax: 510-788-6465
	Email: mjones@altaplanning.com
Foothill Associates 590 Menlo Drive, Suite 5 Rocklin, CA 95765	Kate Kirsh
	Phone: 916-435-1202
	Fax: 916-435-1205
	Email: kkirsh@foothill.com
MIG/TRA Team 431 I Street Sacramento, CA 95814	John Baas, Ph.D.
	Phone: 530-753-9606
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