



M E M O R A N D U M
PUBLIC WORKS AND FACILITIES
PARKS DIVISION
County of Placer

TO: Board of Supervisors DATE: October 25, 2016
FROM: Ken Grehm, Director of Public Works and Facilities
By: Andy Fisher, Parks Administrator
SUBJECT: Parks / Consultant Services Agreement / Design Workshop, Inc. / Park and Trail Master Plan

ACTION REQUESTED

Approve an agreement with Design Workshop, Inc. to prepare a comprehensive Park and Trail Master Plan in the amount of \$690,254.

Authorize the Purchasing Manager to execute the agreement.

BACKGROUND

The Parks and Grounds Division is beginning the process of producing its first ever comprehensive Park and Trail Master Plan (Plan). In the past, advanced planning of parks and trails has been accomplished through Community Plan updates and regional trail and bikeway plans produced by the Placer County Transportation Planning Agency and Tahoe Regional Planning Agency. The purpose of a standalone Plan will be to inventory the recreational facilities and programs of Placer County and partner agencies, determine recreational demand, update current service standards, prioritize needs, assess existing and potential funding, identify a connected trail network throughout unincorporated Placer County and neighboring jurisdictions, analyze the operational efficiency of the Parks and Grounds Division, and provide data to update the current Park Dedication Fee Program and recreational assessments. Outreach will be conducted through a dedicated web page and social media, Municipal Advisory Councils, dedicated workshops, focus groups, online surveys, and interviews with other agency recreation providers.

To identify a qualified firm to assist with preparation of the Plan, the Parks Division enlisted the assistance of the Procurement Services Division to develop Request for Proposals (RFP) No. 10521. There were 178 firms notified of the solicitation, 55 firms accessed the documents, and formal responses were received from the following firms: Design Workshop of Stateline, NV; Foothill Associates of Rocklin, CA; MIG of Sacramento, CA; Placeworks of Berkeley, CA; RGM of San Juan Caspitano, CA; and RHAA of Mill Valley, CA.

An evaluation panel comprised of representatives from the County Executive Office, Community Development Resource Agency, Department of Public Works and Facilities, and a staff member of the Tahoe City Public Utility District reviewed the responses in accordance with the evaluation criteria contained within the solicitation.

Following an extensive review and interview process, the most qualified firm identified was Design Workshop. Staff has negotiated a mutually agreeable contract that supports our objectives for meeting the solicitation requirements. Procurement Services received no bid protests.

Therefore, your Board's approval is required to proceed with the award and contract execution in the amount not-to-exceed \$690,254.

ENVIRONMENTAL IMPACT

Approval of this agreement to assist in the process of producing a Park and Trail Master Plan is categorically exempt pursuant to the California Environmental Quality Act, Section 15306 "Information Gathering." Adoption of the Plan is not included within the scope of this project. Prior to adoption of any or all conclusions of the planning process, environmental review will be conducted as applicable.

FISCAL IMPACT

The FY2016-17 Final Budget for the Park, Trail, and Open Space Master Plan, Capital Project 04978 is \$643,000. Staff estimates that only \$500,000 of the total contract amount will be used in the current fiscal year. Additional funding will be requested in the FY2017-18 budget to accommodate the remaining amount of the contract.

ATTACHMENTS

On file with Clerk of the Board: Consultant Services Agreement