

**CITY OF SANTA ROSA
PROFESSIONAL SERVICES AGREEMENT
WITH PLURAL
AGREEMENT NUMBER _____**

This "Agreement" is made as of this ____ day of _____, 2020, by and between the City of Santa Rosa, a municipal corporation ("City"), and Plural, a "California Corporation ("Consultant").

R E C I T A L S

A. City desires to obtain landscape architectural design, engineering and construction documents services for Dutch Flohr Neighborhood Park.

B. City desires to retain a qualified firm to conduct the services described above in accordance with the Scope of Services as more particularly set forth in Exhibit A to the Agreement.

C. Consultant represents to City that it is a firm composed of highly trained professionals and is fully qualified to conduct the services described above and render advice to City in connection with said services.

D. The parties have negotiated upon the terms pursuant to which Consultant will provide such services and have reduced such terms to writing.

AGREEMENT

NOW, THEREFORE, City and Consultant agree as follows:

1. SCOPE OF SERVICES

Consultant shall provide to City the services described in Exhibit A ("Scope of Services"). Consultant shall provide these services at the time, place, and in the manner specified in Exhibit A. Exhibit A is attached hereto for the purpose of defining the manner and scope of services to be provided by Consultant and is not intended to, and shall not be construed so as to, modify or expand the terms, conditions or provisions contained in this Agreement. In the event of any conflict between this Agreement and any terms or conditions of any document prepared or provided by Consultant and made a part of this Agreement, including without limitation any document relating to the scope of services or payment therefor, the terms of this Agreement shall control and prevail.

2. COMPENSATION

a. City shall pay Consultant for services rendered pursuant to this Agreement at the rates, times and in the manner set forth in Exhibit B. Consultant shall submit monthly statements to City which shall itemize the services performed as of the date of the statement and set forth a progress report,

including work accomplished during the period, percent of each task completed, and planned effort for the next period. Invoices shall identify personnel who have worked on the services provided, the number of hours each worked during the period covered by the invoice, the hourly rate for each person, and the percent of the total project completed, consistent with the rates and amounts shown in Exhibit B.

b. The payments prescribed herein shall constitute all compensation to Consultant for all costs of services, including, but not limited to, direct costs of labor of employees engaged by Consultant, travel expenses, telephone charges, copying and reproduction, computer time, and any and all other costs, expenses and charges of Consultant, its agents and employees. In no event shall City be obligated to pay late fees or interest, whether or not such requirements are contained in Consultant's invoice.

c. Notwithstanding any other provision in this Agreement to the contrary, the total maximum compensation to be paid for the satisfactory accomplishment and completion of all services to be performed hereunder shall in no event exceed the sum of two hundred eighty-four thousand, two hundred ninety-nine and zero cents (\$284,299.00). The City's Chief Financial Officer is authorized to pay all proper claims from Charge Number 09598.

3. DOCUMENTATION; RETENTION OF MATERIALS

a. Consultant shall maintain adequate documentation to substantiate all charges as required under Section 2 of this Agreement.

b. Consultant shall keep and maintain full and complete documentation and accounting records concerning all extra or special services performed by it that are compensable by other than an hourly or flat rate and shall make such documents and records available to authorized representatives of City for inspection at any reasonable time.

c. Consultant shall maintain the records and any other records related to the performance of this Agreement and shall allow City access to such records during the performance of this Agreement and for a period of four (4) years after completion of all services hereunder.

4. INDEMNITY

a. Consultant shall, to the fullest extent permitted by law, indemnify, protect, defend and hold harmless City, and its employees, officials and agents ("Indemnified Parties") from all claims, demands, costs or liability (including liability for claims, suits, actions, arbitration proceedings, administrative proceedings, regulatory proceedings, losses, expenses or costs of any kind, interest, defense costs, and expert witness fees), that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of Consultant, its officers, employees, or agents, in said performance of professional services under this Agreement, excepting only liability arising from the sole negligence, active negligence or intentional misconduct of City.

b. The existence or acceptance by City of any of the insurance policies or coverages described in this Agreement shall not affect or limit any of City's rights under this Section 4, nor shall the limits of such insurance limit the liability of Consultant hereunder. This Section 4 shall not apply to any

intellectual property claims, actions, lawsuits or other proceedings subject to the provisions of Section 17(b), below. The provisions of this Section 4 shall survive any expiration or termination of this Agreement.

5. INSURANCE

a. Consultant shall maintain in full force and effect all of the insurance coverage described in, and in accordance with, Attachment One, "Insurance Requirements." Maintenance of the insurance coverage set forth in Attachment One is a material element of this Agreement and a material part of the consideration provided by Consultant in exchange for City's agreement to make the payments prescribed hereunder. Failure by Consultant to (i) maintain or renew coverage, (ii) provide City notice of any changes, modifications, or reductions in coverage, or (iii) provide evidence of renewal, may be treated by City as a material breach of this Agreement by Consultant, whereupon City shall be entitled to all rights and remedies at law or in equity, including but not limited to immediate termination of this Agreement. Notwithstanding the foregoing, any failure by Consultant to maintain required insurance coverage shall not excuse or alleviate Consultant from any of its other duties or obligations under this Agreement. In the event Consultant, with approval of City pursuant to Section 6 below, retains or utilizes any subcontractors or subconsultants in the provision of any services to City under this Agreement, Consultant shall assure that any such subcontractor has first obtained, and shall maintain, all of the insurance coverages set forth in the Insurance Requirements in Attachment One.

b. Consultant agrees that any available insurance proceeds broader than or in excess of the coverages set forth in the Insurance Requirements in Attachment One shall be available to the additional insureds identified therein.

c. Consultant agrees that the insurance coverages and limits provided under this Agreement are the greater of: (i) the coverages and limits specified in Attachment One, or (ii) the broader coverages and maximum limits of coverage of any insurance policy or proceeds available to the name insureds.

6. ASSIGNMENT

Consultant shall not assign any rights or duties under this Agreement to a third party without the express prior written consent of City, in City's sole and absolute discretion. Consultant agrees that the City shall have the right to approve any and all subcontractors and subconsultants to be used by Consultant in the performance of this Agreement before Consultant contracts with or otherwise engages any such subcontractors or subconsultants.

7. NOTICES

Except as otherwise provided in this Agreement, any notice, submittal or communication required or permitted to be served on a party, shall be in writing and may be served by personal delivery to the person or the office of the person identified below. Service may also be made by mail, by placing first-class postage, and addressed as indicated below, and depositing in the United States mail to:

City Representative:

Jen Santos, Deputy Director Parks
55 Stony Point Ave.
Santa Rosa Ca 95401
707-543-3781
jsantos@srcity.org

Consultant Representative:

Haley Waterson, PLA
2742 17th Street
San Francisco CA
415-450-9519 Ext. 703
haley@plural.studio

8. INDEPENDENT CONTRACTOR

a. It is understood and agreed that Consultant (including Consultant's employees) is an independent contractor and that no relationship of employer-employee exists between the parties hereto for any purpose whatsoever. Neither Consultant nor Consultant's assigned personnel shall be entitled to any benefits payable to employees of City. City is not required to make any deductions or withholdings from the compensation payable to Consultant under the provisions of this Agreement, and Consultant shall be issued a Form 1099 for its services hereunder. As an independent contractor, Consultant hereby agrees to indemnify and hold City harmless from any and all claims that may be made against City based upon any contention by any of Consultant's employees or by any third party, including but not limited to any state or federal agency, that an employer-employee relationship or a substitute therefor exists for any purpose whatsoever by reason of this Agreement or by reason of the nature and/or performance of any services under this Agreement.

b. It is further understood and agreed by the parties hereto that Consultant, in the performance of Consultant's obligations hereunder, is subject to the control and direction of City as to the designation of tasks to be performed and the results to be accomplished under this Agreement, but not as to the means, methods, or sequence used by Consultant for accomplishing such results. To the extent that Consultant obtains permission to, and does, use City facilities, space, equipment or support services in the performance of this Agreement, this use shall be at the Consultant's sole discretion based on the Consultant's determination that such use will promote Consultant's efficiency and effectiveness. Except as may be specifically provided elsewhere in this Agreement, the City does not require that Consultant use City facilities, equipment or support services or work in City locations in the performance of this Agreement.

c. If, in the performance of this Agreement, any third persons are employed by Consultant, such persons shall be entirely and exclusively under the direction, supervision, and control of Consultant. Except as may be specifically provided elsewhere in this Agreement, all terms of employment, including hours, wages, working conditions, discipline, hiring, and discharging, or any other terms of employment or requirements of law, shall be determined by Consultant. It is further understood and agreed that Consultant shall issue W-2 or 1099 Forms for income and employment tax purposes, for all of Consultant's assigned personnel and subcontractors.

d. The provisions of this Section 8 shall survive any expiration or termination of this Agreement. Nothing in this Agreement shall be construed to create an exclusive relationship between City and Consultant. Consultant may represent, perform services for, or be employed by such additional persons or companies as Consultant sees fit.

9. ADDITIONAL SERVICES

Changes to the Scope of Services shall be by written amendment to this Agreement and shall be paid on an hourly basis at the rates set forth in Exhibit B, or paid as otherwise agreed upon by the parties in writing prior to the provision of any such additional services.

10. SUCCESSORS AND ASSIGNS

City and Consultant each binds itself, its partners, successors, legal representatives and assigns to the other party to this Agreement and to the partners, successors, legal representatives and assigns of such other party in respect of all promises and agreements contained herein.

11. TERM, SUSPENSION, TERMINATION

a. This Agreement shall become effective on the date that it is made, set forth on the first page of the Agreement, and shall continue in effect until both parties have fully performed their respective obligations under this Agreement, unless sooner terminated as provided herein.

b. City shall have the right at any time to temporarily suspend Consultant's performance hereunder, in whole or in part, by giving a written notice of suspension to Consultant. If City gives such notice of suspension, Consultant shall immediately suspend its activities under this Agreement, as specified in such notice.

c. City shall have the right to terminate this Agreement for convenience at any time by giving a written notice of termination to Consultant. Upon such termination, Consultant shall submit to City an itemized statement of services performed as of the date of termination in accordance with Section 2 of this Agreement. These services may include both completed work and work in progress at the time of termination. City shall pay Consultant for any services for which compensation is owed; provided, however, City shall not in any manner be liable for lost profits that might have been made by Consultant had the Agreement not been terminated or had Consultant completed the services required by this Agreement. Consultant shall promptly deliver to City all documents related to the performance of this Agreement in its possession or control. All such documents shall be the property of City without additional compensation to Consultant.

12. TIME OF PERFORMANCE

The services described herein shall be provided during the period, or in accordance with the schedule, set forth in Exhibit A. Consultant shall complete all the required services and tasks and complete and tender all deliverables to the reasonable satisfaction of City, not later than December 31, 2022.

13. STANDARD OF PERFORMANCE

Consultant shall perform all services performed under this Agreement in the manner and according to the standards currently observed by a competent practitioner of Consultant's profession in California. All products of whatsoever nature that Consultant delivers to City shall be prepared in a professional manner and conform to the standards of quality normally observed by a person currently practicing in Consultant's profession, and shall be provided in accordance with any schedule of performance. Consultant shall assign only competent personnel to perform services under this Agreement. Consultant shall notify City in writing of any changes in Consultant's staff assigned to perform the services under this Agreement prior to any such performance. In the event that City, at any time, desires the removal of any person assigned by Consultant to perform services under this Agreement, because City, in its sole discretion, determines that such person is not performing in accordance with the standards required herein, Consultant shall remove such person immediately upon receiving notice from City of the desire of City for the removal of such person.

14. CONFLICTS OF INTEREST

Consultant covenants that neither it, nor any officer or principal of its firm, has or shall acquire any interest, directly or indirectly, that would conflict in any manner with the interests of City or that would in any way hinder Consultant's performance of services under this Agreement. Consultant further covenants that in the performance of this Agreement, no person having any such interest shall be employed by it as an officer, employee, agent or subcontractor, without the written consent of City. Consultant agrees to avoid conflicts of interest or the appearance of any conflicts of interest with the interests of City at all times during the performance of this Agreement.

15. CONFLICT OF INTEREST REQUIREMENTS

a. **Generally.** The City's Conflict of Interest Code requires that individuals who qualify as "consultants" under the Political Reform Act, California Government Code sections 87200 *et seq.*, comply with the conflict of interest provisions of the Political Reform Act and the City's Conflict of Interest Code, which generally prohibit individuals from making or participating in the making of decisions that will have a material financial effect on their economic interests. The term "consultant" generally includes individuals who make governmental decisions or who serve in a staff capacity.

b. **Conflict of Interest Statements.** The individual(s) who will provide services or perform work pursuant to this Agreement are "consultants" within the meaning of the Political Reform Act and the City's Conflict of Interest Code:

yes no (check one)

If "yes" is checked by the City, Consultant shall cause the following to occur within 30 days after execution of this Agreement:

- (1) Identify the individuals who will provide services or perform work under this Agreement as "consultants"; and

- (2) Cause these individuals to file with the City Clerk the assuming office statements of economic interests required by the City's Conflict of Interest Code.

Thereafter, throughout the term of the Agreement, Consultant shall cause these individuals to file with the City Clerk annual statements of economic interests, and "leaving office" statements of economic interests, as required by the City's Conflict of Interest Code.

The above statements of economic interests are public records subject to public disclosure under the California Public Records Act. The City may withhold all or a portion of any payment due under this Agreement until all required statements are filed.

16. CONFIDENTIALITY OF CITY INFORMATION

During performance of this Agreement, Consultant may gain access to and use City information regarding inventions, machinery, products, prices, apparatus, costs, discounts, future plans, business affairs, governmental affairs, processes, trade secrets, technical matters, systems, facilities, customer lists, product design, copyright, data, and other vital information (hereafter collectively referred to as "City Information") that are valuable, special and unique assets of the City. Consultant agrees to protect all City Information and treat it as strictly confidential, and further agrees that Consultant shall not at any time, either directly or indirectly, divulge, disclose or communicate in any manner any City Information to any third party without the prior written consent of City. In addition, Consultant shall comply with all City policies governing the use of the City network and technology systems. A violation by Consultant of this Section 16 shall be a material violation of this Agreement and shall justify legal and/or equitable relief.

17. CONSULTANT INFORMATION

a. City shall have full ownership and control, including ownership of any copyrights, of all information prepared, produced, or provided by Consultant pursuant to this Agreement. In this Agreement, the term "information" shall be construed to mean and include: any and all work product, submittals, reports, plans, specifications, and other deliverables consisting of documents, writings, handwritings, typewriting, printing, photostatting, photographing, computer models, and any other computerized data and every other means of recording any form of information, communications, or representation, including letters, works, pictures, drawings, sounds, or symbols, or any combination thereof. Consultant shall not be responsible for any unauthorized modification or use of such information for other than its intended purpose by City.

b. Consultant shall fully defend, indemnify and hold harmless City, its officers and employees, and each and every one of them, from and against any and all claims, actions, lawsuits or other proceedings alleging that all or any part of the information prepared, produced, or provided by Consultant pursuant to this Agreement infringes upon any third party's trademark, trade name, copyright, patent or other intellectual property rights. City shall make reasonable efforts to notify Consultant not later than ten (10) days after City is served with any such claim, action, lawsuit or other proceeding, provided that City's failure to provide such notice within such time period shall not relieve Consultant of

its obligations hereunder, which shall survive any termination or expiration of this Agreement.

c. All proprietary and other information received from Consultant by City, whether received in connection with Consultant's proposal, will be disclosed upon receipt of a request for disclosure, pursuant to the California Public Records Act; provided, however, that, if any information is set apart and clearly marked "trade secret" when it is provided to City, City shall give notice to Consultant of any request for the disclosure of such information. Consultant shall then have five (5) days from the date it receives such notice to enter into an agreement with the City, satisfactory to the City Attorney, providing for the defense of, and complete indemnification and reimbursement for all costs (including plaintiff's attorneys' fees) incurred by City in any legal action to compel the disclosure of such information under the California Public Records Act. Consultant shall have sole responsibility for defense of the actual "trade secret" designation of such information.

d. The parties understand and agree that any failure by Consultant to respond to the notice provided by City and/or to enter into an agreement with City, in accordance with the provisions of subsection c, above, shall constitute a complete waiver by Consultant of any rights regarding the information designated "trade secret" by Consultant, and such information shall be disclosed by City pursuant to applicable procedures required by the Public Records Act.

18. MISCELLANEOUS

a. Entire Agreement. This Agreement contains the entire agreement between the parties. Any and all verbal or written agreements made prior to the date of this Agreement are superseded by this Agreement and shall have no further effect.

b. Modification. No modification or change to the terms of this Agreement will be binding on a party unless in writing and signed by an authorized representative of that party.

c. Compliance with Laws. Consultant shall perform all services described herein in compliance with all applicable federal, state and local laws, rules, regulations, and ordinances, including but not limited to, (i) the Americans with Disabilities Act of 1990 (42 U.S.C. 12101, et seq.) ("ADA"), and any regulations and guidelines issued pursuant to the ADA; and (ii) Labor Code sections 1720, et seq., which require prevailing wages (in accordance with DIR determinations at www.dir.ca.gov) be paid to any employee performing work covered by Labor Code sections 1720 et seq. Consultant shall pay to the City when due all business taxes payable by Consultant under the provisions of Chapter 6-04 of the Santa Rosa City Code. The City may deduct any delinquent business taxes, and any penalties and interest added to the delinquent taxes, from its payments to Consultant.

d. Discrimination Prohibited. With respect to the provision of services under this Agreement, Consultant agrees not to discriminate against any person because of the race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status of that person.

e. Governing Law; Venue. This Agreement shall be governed, construed and

enforced in accordance with the laws of the State of California. Venue of any litigation arising out of or connected with this Agreement shall lie exclusively in the state trial court in Sonoma County in the State of California, and the parties consent to jurisdiction over their persons and over the subject matter of any such litigation in such court, and consent to service of process issued by such court.

f. Waiver of Rights. Neither City acceptance of, or payment for, any service or performed by Consultant, nor any waiver by either party of any default, breach or condition precedent, shall be construed as a waiver of any provision of this Agreement, nor as a waiver of any other default, breach or condition precedent or any other right hereunder.

g. Incorporation of Attachments and Exhibits. The attachments and exhibits to this Agreement are incorporated and made part of this Agreement, subject to terms and provisions herein contained.

19. AUTHORITY; SIGNATURES REQUIRED FOR CORPORATIONS

Consultant hereby represents and warrants to City that it is (a) a duly organized and validly existing Corporation, formed and in good standing under the laws of the State of California, (b) has the power and authority and the legal right to conduct the business in which it is currently engaged, and (c) has all requisite power and authority and the legal right to consummate the transactions contemplated in this Agreement. Consultant hereby further represents and warrants that this Agreement has been duly authorized, and when executed by the signatory or signatories listed below, shall constitute a valid agreement binding on Consultant in accordance with the terms hereof.

If this Agreement is entered into by a corporation, it shall be signed by two corporate officers, one from each of the following two groups: a) the chairman of the board, president or any vice-president; b) the secretary, any assistant secretary, chief financial officer, or any assistant treasurer. The title of the corporate officer shall be listed under the signature.

20. COUNTERPARTS AND ELECTRONIC SIGNATURES

Counterparts and Electronic Signatures. This Agreement and future documents relating thereto may be executed in two or more counterparts, each of which will be deemed an original and all of which together constitute one Agreement. Counterparts and/or signatures delivered by facsimile, pdf or City-approved electronic means have the same force and effect as the use of a manual signature. Both City and Consultant wish to permit this Agreement and future documents relating thereto to be electronically signed in accordance with applicable federal and California law. Either Party to this Agreement may revoke its permission to use electronic signatures at any time for future documents by providing notice pursuant to the Agreement. The Parties agree that electronic signatures, by their respective signatories are intended to authenticate such signatures and to give rise to a valid, enforceable, and fully effective Agreement. The City reserves the right to reject any signature that cannot be positively verified by the City as an authentic electronic signature.

Executed as of the day and year first above stated.

CONSULTANT:

CITY OF SANTA ROSA
a Municipal Corporation

Name of Firm: Plural

TYPE OF BUSINESS ENTITY (*check one*):

- Individual/Sole Proprietor
- Partnership
- Corporation
- Limited Liability Company
- Other (please specify: _____)

By: _____

Print Name: _____

Title: _____

Signatures of Authorized Persons:

APPROVED AS TO FORM:

By: *Carrie Rybczynski*

Jess Mullan
Jessica Mullan (Sep 14, 2020 10:21 PDT)

Print Name: Carrie Rybczynski

Office of the City Attorney

Title: CEO/President

ATTEST:

By: *hw*

City Clerk

Print Name: Haley Waterson

Title: Secretary

City of Santa Rosa Business Tax Cert. No.

06525590

Attachments:

- Attachment One - Insurance Requirements
- Exhibit A - Scope of Services
- Exhibit B - Compensation

**ATTACHMENT ONE
INSURANCE REQUIREMENTS FOR
PROFESSIONAL SERVICES AGREEMENTS**

A. Insurance Policies: Consultant shall, at all times during the terms of this Agreement, maintain and keep in full force and effect, the following policies of insurance with minimum coverage as indicated below and issued by insurers with AM Best ratings of no less than A-:VI or otherwise acceptable to the City.

Insurance	Minimum Coverage Limits	Additional Coverage Requirements
1. Commercial general liability	\$ 1 million per occurrence \$ 2 million aggregate	Coverage must be at least as broad as ISO CG 00 01 and must include completed operations coverage. If insurance applies separately to a project/location, aggregate may be equal to per occurrence amount. Coverage may be met by a combination of primary and umbrella or excess insurance but umbrella and excess shall provide coverage at least as broad as specified for underlying coverage. Coverage shall not exclude subsidence.
2. Business auto coverage	\$ 1 million	ISO Form Number CA 00 01 covering any auto (Code 1), or if Consultant has no owned autos, hired, (Code 8) and non-owned autos (Code 9), with limit no less than \$ 1 million per accident for bodily injury and property damage.
3. Professional liability (E&O)	\$ 1 million per claim \$ 1 million aggregate	Consultant shall provide on a policy form appropriate to profession. If on a claims made basis, Insurance must show coverage date prior to start of work and it must be maintained for three years after completion of work.
4. Workers' compensation and employer's liability	\$ 1 million	As required by the State of California, with Statutory Limits and Employer's Liability Insurance with limit of no less than \$ 1 million per accident for bodily injury or disease. The Workers' Compensation policy shall be endorsed with a waiver of subrogation in favor of the City for all work performed by the Consultant, its employees, agents and subcontractors.

B. Endorsements:

1. All policies shall provide or be endorsed to provide that coverage shall not be canceled, except after prior written notice has been provided to the City in accordance with the policy provisions.

2. Liability, umbrella and excess policies shall provide or be endorsed to provide the following:
 - a. For any claims related to this project, Consultant's insurance coverage shall be primary and any insurance or self-insurance maintained by City shall be excess of the Consultant's insurance and shall not contribute with it; and,
 - b. **The City of Santa Rosa, its officers, agents, employees and volunteers are to be covered as additional insureds on the CGL policy.** General liability coverage can be provided in the form of an endorsement to Consultant's insurance at least as broad as ISO Form CG 20 10 11 85 or if not available, through the addition of both CG 20 10 and CG 20 37 if a later edition is used.

C. Verification of Coverage and Certificates of Insurance: Consultant shall furnish City with original certificates and endorsements effecting coverage required above. Certificates and endorsements shall make reference to policy numbers. All certificates and endorsements are to be received and approved by the City before work commences and must be in effect for the duration of the Agreement. The City reserves the right to require complete copies of all required policies and endorsements.

D. Other Insurance Provisions:

1. No policy required by this Agreement shall prohibit Consultant from waiving any right of recovery prior to loss. Consultant hereby waives such right with regard to the indemnitees.
2. All insurance coverage amounts provided by Consultant and available or applicable to this Agreement are intended to apply to the full extent of the policies. Nothing contained in this Agreement limits the application of such insurance coverage. Defense costs must be paid in addition to coverage amounts.
3. Policies containing any self-insured retention (SIR) provision shall provide or be endorsed to provide that the SIR may be satisfied by either Consultant or City. Self-insured retentions above \$10,000 must be approved by City. At City's option, Consultant may be required to provide financial guarantees.
4. Sole Proprietors must provide a representation of their Workers' Compensation Insurance exempt status.
5. City reserves the right to modify these insurance requirements while this Agreement is in effect, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

EXHIBIT A

“DUTCH” FLOHR NEIGHBORHOOD PARK

Proposal for Landscape Architecture Services (RFP 15371)

May 21, 2020

plural



Photo: Lisa Daye

Credit: Daggett Plaza; a CMG Landscape Architecture Project. Plural Principal Haley Waterson was the Lead Designer & Project Manager for this project while working at CMG.



Photo: Haley Waterson
Credit: McLaren Park Master Plan Community Outreach Day; a CMG Landscape Architecture Project. Plural Principal Scott Cataffa was the Principal-in-Charge for this project while working at CMG.

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(See separate Cost Proposal PDF for below content)

08. COST PROPOSAL

09. ADDENDA ACKNOWLEDGEMENT

May 21, 2020

Dutch Flohr Park Review Committee
55 Stony Point Road
Santa Rosa, CA 95401

Dear Dutch Flohr Park Review Committee,

We are excited to share our expertise in crafting unique and playful places with you and the City team. As a small practice, we offer focus, attention, and energy to our clients, and with twenty-plus years of experience and minimal overhead, we can also offer great value. We have the capacity, the passion, and the expertise to envision and inspire the community through the Master Plan phase and the technical skills to follow through on the implementation.

This summer we will celebrate the completion of the McLaren Park Playground in San Francisco, which we feel is a great precedent project for Dutch Flohr. This playground is located within an existing park. We worked with the Community to identify the best location and character of the play area and we worked with City staff to integrate and upgrade existing park infrastructure, including irrigation, drainage and improved universal access to the playground and park features. We worked closely with the City to help design and format multiple online community outreach surveys and materials - with that experience we feel like we will be able to easily accommodate to safer modes of community outreach during COVID 19. While my partner, Scott Cataffa, and I were working at CMG, he was the Principal in Charge for this project and I was the Project Manager.

Our team is composed of local experts and long time collaborators. We worked with M Lee cost estimating and Brookwater Irrigation on the McLaren Park Playground and are proud to propose them as team members for this proposal. We've also included Coastland for civil engineering who have many years of experience working with local municipalities. Lastly, because we feel it is important that civil engineers have a seasoned and successful working relationship with surveying consultants, we've add Cinquini & Passarino, who have worked with Coastland for many years.

My partners and I started Plural so that we could build a small practice that is fully engaged in the projects, with communities, and with our client teams. Our approach begins with people, listening and learning from the locals, bringing our design and community engagement expertise to help imagine a more vibrant public realm. We feel that this project aligns perfectly with our mission, our expertise, and our passions.

We look forward to this opportunity to work with you.

Sincerely,



Haley Waterson, PLA
Principal
haley@plural.studio

2742 17th Street, San Francisco, CA
415-450-9519 Ext 703

OUR APPROACH

Inclusive:

We are committed to an inclusive process and to making inclusive places. We believe that a thoughtfully planned public realm emerges from an open dialogue with neighbors, building trust, support, pride, and community.

Memorable:

Our designs emerge from process and place, making each one site-specific and memorable, creating pride-of-place for the communities they serve.

Connected:

We are connectors who build connections, connecting people to place, to nature, and to each other.

Resilient:

We design with the future in mind, bringing innovative thinking and resiliency planning to infrastructure and the public realm.



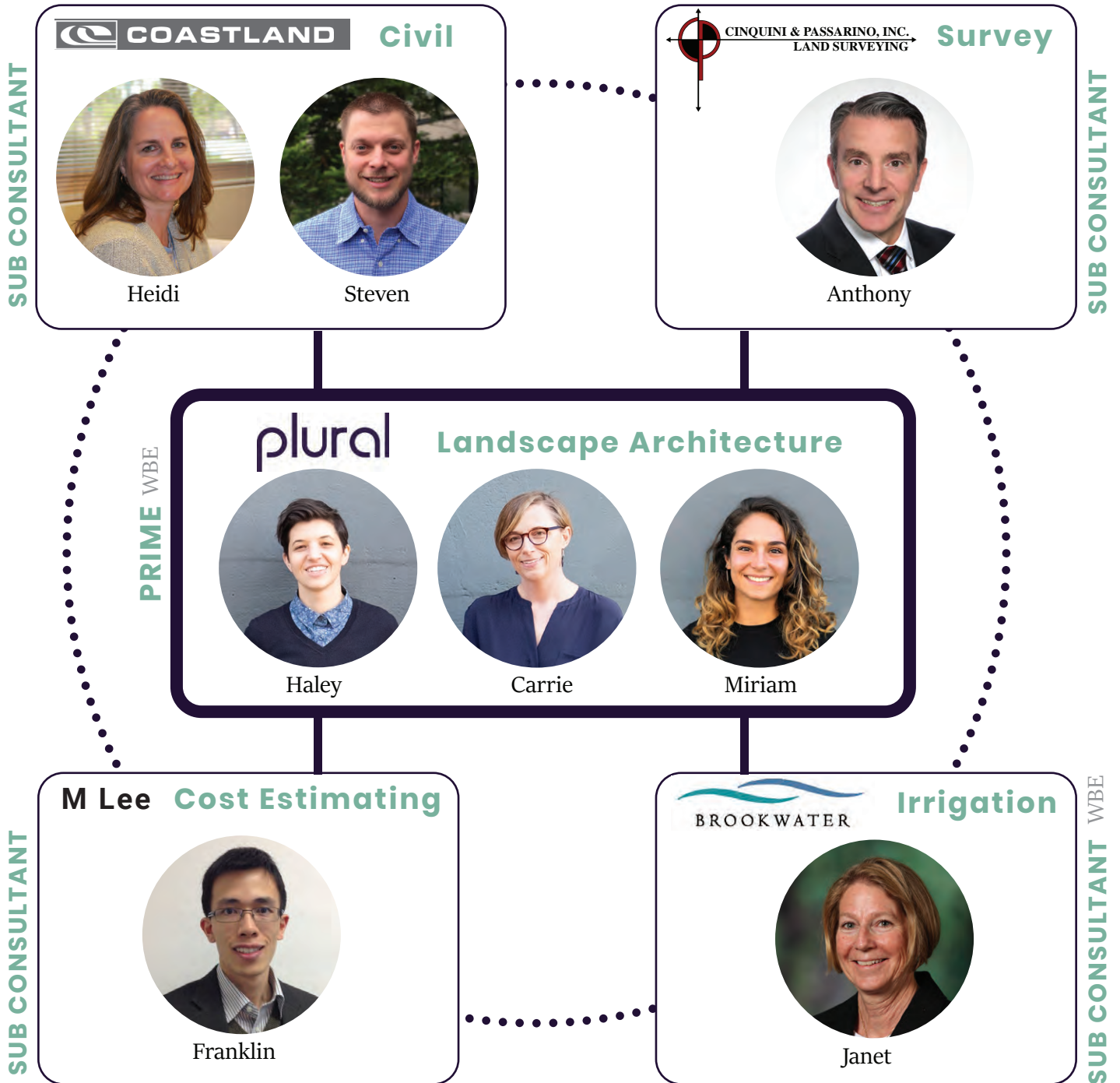
02. PROJECT TEAM QUALIFICATIONS / RESUMES



Photo: Haley Waterson

Credit: McLaren Park Master Plan Community Outreach Day; a CMG Landscape Architecture Project. Plural Principal Scott Cataffa was the Principal-in-Charge for this project while working at CMG.

PROJECT TEAM



Projects with Plural: McLaren Park Playground, Fort Mason, Cityside Park

Projects with Plural: McLaren Park Playground, Fort Mason, Petaluma Ranch



Women-Owned San Francisco **Local** Business
Enterprise & **Micro Local** Business Enterprise



Making space for many with respect for all.

We believe great places require many different people working together to envision, to build, and to steward them. And great places welcome everyone. We are Plural.

Respect and delight guide our practice.

We respect the ideas and the contributions of our many collaborators. We respect the diverse cultures, communities, and environments in which we work.

Beginning from a place of openness, we strive to bring delight to our work, to our designs, and to the people who experience them.

We built a friendship founded on mutual respect and an appreciation of each other's design approaches, values, and commitment to building great places. After seven years of collaborating at CMG Landscape Architecture, we came together to form Plural.

Our body of work comprises over twenty years of experience on a variety of landscape types.

OUR EXPERIENCE

Crafting A Vision

From our winning competition entry for St James Park in San Jose, to achieving approvals for a complex 312 acre vision plan for McLaren Park in San Francisco, our experience exemplifies how a simple, clear, and exciting vision has the power to bring communities together with energy and focus to realize complex projects.



Collaborating With Many Stakeholders

With most of our work experience in the public realm, working with community groups and advisory committees is at the heart of what we do. We view these relationships as true collaborations and find creative ways for meaningful engagement. We have worked in many diverse communities and are skilled at being flexible learners and active listeners.



Navigating The Public Process

Our projects have led us to work with various public agencies; and often to develop new approval processes with our public clients. This experience is evident in our work at Under Ramp Park in San Francisco to get a park design approved under a Cal-trans freeway ramp and at Daggett Park in San Francisco where a street right of way was converted to a public park.



Implementing The Vision

Our team has expertise in managing complex projects. We have skill in honoring the big vision while working through each detail. We are true project partners, working collaboratively with our clients to achieve project budgets, schedules, and high quality craft through focused attention and technical knowledge.





Haley Waterson PLA

Principal / Landscape Architect

An accomplished athlete, Haley brings team spirit to her practice, creating award-winning designs while rallying community support. A strategic thinker, she leads her teams with a vision and a clear path towards implementation. Her work reimagines traditional public spaces, infusing them with invention, vitality, and playfulness. She is a facile storyteller, using narrative to guide her design process and to inspire communities. Haley is a founding partner of Plural, and her curiosity, mindfulness, and equanimity inspire and guide our studio culture.

EDUCATION

Master of Landscape Architecture
University of California, Berkeley

Bachelor of Arts in Architecture &
Community Design
University of San Francisco

REGISTRATION

Licensed Landscape Architect,
California, No. 5853

PUBLIC

Fort Mason Center for Arts & Culture, San Francisco, CA
St. James Park, San Jose, CA*
Daggett Park, San Francisco, CA *
Park Avenue, San Jose, CA*
McLaren Playground, San Francisco, CA*

MIXED-USE / HOUSING

965 Weeks Affordable Housing, East Palo Alto, CA
420 Mendocino, Santa Rosa, CA
One Vassar, San Francisco, CA
San Jose Water Company, San Francisco, CA

CAMPUS

The Willows Community School, Culver City, CA*
United Auburn Indian Community Tribal School, Loomis, CA*
4th Street Plaza Competition, UCSF Mission Bay, San Francisco, CA*

PLANNING

One Vassar, San Francisco, CA
Recology 900 7th Street, San Francisco, CA
South Central Waterfront Vision Plan, Austin, TX*
Presidio Parklands Competition, San Francisco, CA*
McLaren Park Vision Plan, San Francisco, CA*
Park Paseo Vision Plan, San Jose, CA*
Treasure Island Phase 1, San Francisco, CA*
Alameda Town Square and Waterfront Precise Plan, Alameda, CA*

AWARDS, FELLOWSHIPS & LEADERSHIP

Daggett Park ASLA General Design Merit Award

St. James Park Design Competition, Winner

UCSF 4th Street Plaza Competition, Winner

Pinto-Fialon Fellowship - University of California, Berkeley

Oscar Romero Smart Activism Award

Erasmus Project, Social Justice

Queer Alliance Board President, University of San Francisco

LECTURES

ASLA 2019: Remember + Imagine: Embedding a Community's Historic and Cultural Legacy Through Design

SPUR San Jose: Next Steps for St. James Park, San Jose, CA

California Historical Society: Activism and Public Participation in San Francisco Architecture Today, San Francisco, CA

Academy of Art University Speaker Series, San Francisco, CA

TEACHING & ENGAGEMENT

Landscape Architecture Studio, University of San Francisco, CA

Play Streets Community Engagement, San Francisco, CA

EXTREME LA Charette, University California Berkeley, Berkeley, CA

* Prior work experience at CMG Landscape Architecture

** Prior Work experience at Fletcher Studio



Carrie Rybczynski PLA, LEED AP Principal / Landscape Architect

With a passion for using the landscape as a teaching tool, Carrie designs spaces that promote public health by offering opportunities for recreation, education and interaction. She has expertise in managing complex projects, quickly zooming from the big picture to the finest detail and navigating process with confidence. In addition to practice, Carrie chaired the CLARB Technical Exam Writing Committee and taught construction detailing at UC Berkeley Extension. She is a founding partner of Plural and her dedication, social skills, and empathy are invaluable assets to our studio and our clients.

EDUCATION

Bachelor of Landscape Architecture
The Ohio State University

Universidad Catolica de Córdoba
Landscape Architecture Study
Abroad Program

REGISTRATION

Licensed Landscape Architect,
California, No. 4652

LEED Accredited Professional

CLARB Certification No. 1927

PUBLIC

Fort Mason Center for Art & Culture, San Francisco, CA

Under Ramp Park, San Francisco, CA*

Transbay Folsom Streetscape, San Francisco, CA*

Crissy Promenade Trail Update, San Francisco, CA*

Noe Valley Town Square, San Francisco, CA*

Market Square Commons, San Francisco, CA *

West Oakland Urban Farm and Park, Oakland, CA*

River Oaks Park, San Jose, CA***

Quail Hill Community Parks and Trailhead, Irvine, CA***

Northpark Square Neighborhood Parks, Irvine, CA***

West Irvine Regional Trail System, Irvine, CA***

Stonegate Parks, Irvine, CA***

Sunset Ridge Park, Newport Beach, CA***

Northpark Neighborhood Parks, Irvine, CA***

CAMPUS

Bentley School, Oakland and Lafayette, CA

United Auburn Indian Community Tribal School, Loomis, CA*

Gateway of the Pacific, BioMed Campus, South San Francisco, CA*

Lower Sproul Plaza, University of California Berkeley, Berkeley, CA*

The Willows Community School, Culver City, CA*

College of Marin Child Care Center, Larkspur, CA*

Stevenson School, Pebble Beach, CA*

Walden Center and School, Berkeley, CA**

Palm Beach Day Academy, Palm Beach, FL**

Campbell College Center, Mesa State College, Grand Junction, CO***

Student Center, University of San Diego, San Diego, CA***

PLANNING

One Vassar, San Francisco, CA

Recology 900 7th Street, San Francisco, CA

West Village Implementation Plan, University of California Davis,
Davis, CA****

Orchard Hills, Irvine, CA***

AWARDS, FELLOWSHIPS & LEADERSHIP

ASLA Honor Award of Excellence in Landscape Architecture
The Ohio State University

Landscape Architecture Faculty Award
The Ohio State University

Graduated Magna Cum Laude
The Ohio State University

CLARB Exam Grader and Writing Committee, Section 4 Chair

ASLA LARE Prep Committee, CLARB Liaison

TEACHING

Construction Technology II
University of California, Berkeley Extension

* Prior work experience at CMG Landscape Architecture

** Prior Work experience at Bay Tree Design

*** Prior Work experience at EPTDESIGN

**** Prior Work experience at SWA



Miriam Arias

Landscape Designer

Miriam enriches her designs with a passion for research, understanding landscapes through their unique cultural histories. An avid reader, she finds opportunities for storytelling in her work. Her process seeks ways that the designed landscape can reinforce cultural bonds. While completing her master's degree at UC Berkeley, Miriam taught technical and design courses. She's a natural mentor, encouraging her students and cultivating their creativity. She brings technical rigor and a "can-do" spirit to our practice.

EDUCATION

Master of Landscape Architecture
University of California, Berkeley

Bachelor of Science City and
Regional Planning, Cal Poly San
Luis Obispo

Associate of Science Architectural
Technology, College of the Desert

PUBLIC

Fort Mason Center for Arts & Culture, San Francisco, CA
Wilder Street Garden, San Francisco, CA

MIXED-USE / HOUSING

965 Weeks Affordable Housing, East Palo Alto, CA
420 Mendocino, Santa Rosa, CA
One Vassar, San Francisco, CA

PLANNING

Recology 900 7th Street, San Francisco, CA
Cal Poly San Luis Obispo Climate Action Plan, San Luis Obispo, CA*
Wasco Planning Vision Plan, Wasco, CA*
Bicycle Friendly Community Assessment, San Luis Obispo, CA*

AWARDS, FELLOWSHIPS & LEADERSHIP

KUAD Design Workshop Recipient, Kyoto, Japan, UC Berkeley
G.O.P Fellowship, UC Berkeley
UC Berkeley GroundUp Journal, Graphic Designer
Graduate Student Representative, Landscape Architecture, UC Berkeley
Architecture, Construction and Engineering Mentor Program,
Scholarship Recipient, Cal Poly San Luis Obispo
Robin L. Rossi Award, Cal Poly San Luis Obispo

TEACHING & ENGAGEMENT

Case Studies & Fundamentals in Landscape Design, Graduate Teaching
Instructor, UC Berkeley
DISC*, Summer Program GTI, UC Berkeley
Drawing a Green Future, GTI, UC Berkeley

* Prior work experience at Cal Poly San Luis Obispo



Heidi Utterback PE

Principal / Supervising Civil Engineer

Ms. Utterback, Supervising Engineer and Principal for Coastland, has over 30 years of experience designing and managing public works projects. As manager of Coastland's civil design group she is responsible for staff oversight as well as project management, design, client coordination and project budgets.

Ms. Utterback's design experience includes various transportation improvements, ADA and sidewalk facilities, storm drain systems, grading plans, water distribution systems, wastewater collection systems and all associated calculations. Her background also includes plan check and assessment district engineering. Ms. Utterback has designed the pavement rehabilitation, ADA/Sidewalk grading, utility layouts, performed QA/QC, sewer capacity calculations, storm drain hydrology and hydraulic calculations, prepared plans, specifications and engineer's estimates for a number of projects. Additionally, she has experience assisting environmental permitting coordination.

EDUCATION

B.S., Civil Engineering
University of California, Davis

A.S, Civil Engineering
Santa Rosa Junior College

REGISTRATION

Civil Engineer, California
53723

PROFESSIONAL HISTORY

Supervising Engineer
Coastland
January, 2000 to Present

Project Engineer

Shutt Moen Associates
1993-1999

Design Engineer
Mitchell & Heryford
1989-1993

PROFESSIONAL AFFILIATIONS

American Society of Civil Engineers

REPRESENTATIVE EXPERIENCE

City of Clearlake

Highlands Park PSR

City of Cloverdale

Vintage Meadows Park Restrooms

Pastori Sidewalk Improvements (Caltrans)

City of Healdsburg

Foss Creek Bicycle and Pedestrian Trail, all segments

City of Santa Rosa

Galvin Park Pathway Improvements

Howarth Park Accessibility Alterations

20+ Sewer, Water and Storm Drain Projects

City of Sebastopol

Joe Rodota Bike Path & Trail Connection

Sonoma County Regional Parks

Taylor Mountain-Petaluma Hill Road Trailhead Development

West County and Joe Rodota Trails

Sonoma County Dept. of Transportation & Public Works

Geyserville Pedestrian Improvements

Town of Windsor

Bell/Market/Windsor River Rd. Pedestrian Improvements

Starr Road Sidewalk Gap Closure

Windsor Road Sidewalk Gap Closure

Old Redwood Highway Bicycle & Pedestrian Improvements (Caltrans)

Town of Yountville

ADA & Sidewalk Improvements

Annual Pavement Resurfacing Program

Annual Sidewalk Replacement Program ('01-'10)

Traffic Calming & Pedestrian Enhancements Plan

Mid-town Streetscape Improvements

Yount Street and Eastside Road Pedestrian Paths





Steven Van Saun PE

Senior Civil Engineer

Mr. Steven Van Saun is a Licensed Professional Engineer with expertise in roadway design, hydrology, hydraulics, environmental permitting, dam safety, stormwater management, roadway drainage, and soil erosion and sediment control measures. He brings over 11 years of experience in the industry and has managed and designed a wide variety of public improvement projects, including highway interchanges, bridge reconstruction and replacement, roadway intersections, pedestrian safety enhancements, and storm drainage and sanitary sewer improvements. He has been involved in more than 30 capital roadway projects ranging from \$200,000 to \$1 billion. Mr. Van Saun's background also includes private and commercial land development and land surveying.

EDUCATION

M.S., Civil Engineering, Rutgers University

B.S. Civil Engineering, New Jersey Institute of Technology

REGISTRATION

Civil Engineer, California
86180

PROFESSIONAL HISTORY

Senior Engineer
Coastland
2017

Project Engineer (Engineer III)
BKF Engineers
2015-2017

Project Engineer
Greenman-Pederson, Inc. (GPI)
2009-2015

Design Engineer
Keller & Kirkpatrick (subsidiary of GPI)
2008-2009

REPRESENTATIVE EXPERIENCE

City of Cloverdale

On-going Development Review
Vista View Slide Repair RFP and Project Oversight

Town of Corte Madera

2017/2018 Pavement Rehabilitation

City of Ione

City Engineering Support Services
Sutter & Shakely Lane Resurfacing

City of Napa

On-going Development Review

County of Nevada

Cascade Shores Community Leachfield Design

City of Piedmont

Ramona Avenue Drainage Study
Oakland Ave Bridge Railing

City of Santa Rosa

Plan & Map Review Services
Parking Lot #10 Reconstruction
Oakmont Drive Sewer Main Upsizing
Airway Drive Site Development & Creek Realignment *
Diamond, Belmont Sewer & Water Replacement *
DeTurk Winery Village Apartments *

Sonoma County Airport

Long Term Parking Lot *

County of Sonoma

5243 Faught Road Residential Development *
Carriage Lane Subdivision*
Londonberry Drive Mark West Creek Crossing Study *

City of Willows

Sycamore Street Reconstruction Project

Town of Windsor

Victoria Oaks Phases 1 & 2
Conde Lane /Johnson Street Pedestrian Enhancement *

* Completed prior to Coastland

Dutch Flohr Neighborhood Park RFP 153741



Janet Sue Luehrs

Principal / Irrigation Designer

Janet Luehrs, President and Owner, has 44 years of experience in the irrigation industry and is certified by the Irrigation Association as a Commercial Irrigation Designer and a Water Auditor. Ms. Luehrs is also an EPA Water Sense Partner, an executive board member of the National American Society of Irrigation Consultants (ASIC), and President of the Northern California Chapter of ASIC. Brookwater approaches all projects with a water management philosophy as an element of design. We exceed water conservation standards while ensuring that the landscape planting receives proper irrigation needed to sustain life and beauty, and maintain its initial creative inspiration.

REGISTRATION

Irrigation Association: Certified
Irrigation Designer – Commercial

Irrigation Association: Certified
Irrigation Water Auditor

EPA Water Sense Partner

PROFESSIONAL AFFILIATIONS

Member of American Society of
Irrigation Consultants
- Executive Board Member of
ASIC National
- President of ASIC No. Cal.
Chapter

Member of the Irrigation
Association

REPRESENTATIVE EXPERIENCE

McLaren Park Playground, San Francisco, CA

Noe Valley Town Square, San Francisco, CA

San Tomas Expressway & Monroe Street Park And Community Garden,
San Jose, California

Pleasant Oaks Park, Pleasant Hill, CA

Thamien Park, Santa Clara, CA

Jean Sweeney Park & Open Space, Alameda, CA

AWARDS

Outstanding Partner in Education 2014 from the Association of California School
Administrators

California Legislature Assembly Certificate of Recognition

Excellence in Irrigation Merit Award 2017 from the American Society of
Irrigation Consultants

Excellence in Irrigation Honor Award 2018 from the American Society of
Irrigation Consultants





Anthony G. Cinquini PE, PLS

Principal

Mr. Cinquini, Chief Financial Officer at Cinquini & Passarino, Inc. is a licensed Professional Engineer and licensed Professional Land Surveyor with the State of California with over twenty-two years of experience in the professions of civil engineering and land surveying. His experience in project management, topographic surveys, right of way surveys, legal description and plat preparation, construction surveys, and land survey technology including laser scanning and unmanned aerial systems enhances his ability to effectively work on infrastructure improvements, redevelopment and development projects, roadway realignments, and utility rehabilitation projects.

EDUCATION

Bachelor of Science,
Civil Engineering
California State University Chico

REGISTRATION

Civil Engineer, California
PE C62341

Professional Land Surveyor,
California
PLS 8614

FAA Remote Pilot for Small
Unmanned Aircraft Systems
Cert No. 3906702

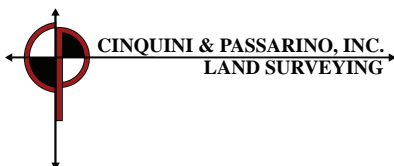
Construction Documents
Technologist, Construction
Specifications Institute

PROFESSIONAL AFFILIATIONS

American Society of Civil
Engineers, San Francisco Section
Past President

American Council of Engineering
Companies California (ACEC-CA),
North Coast Chapter

California Land Surveyors
Association



REPRESENTATIVE EXPERIENCE

La Paloma Ave., East Haven Dr. and Rogers Way Sewer and Water System Improvement Project, Santa Rosa, CA

Mr. Cinquini is Principal in Charge and Project Manager for the deed research, field surveys and determination of existing right of way along the City's streets. Right of way resolution will be used for the preparation of legal descriptions and plats for additional right of acquisition. Project includes preparation and filing of a Record of Survey.

City of Santa Rosa Parks ADA Upgrade, Santa Rosa, CA

Mr. Cinquini was Principal in Charge and Project Manager overseeing the detailed topographic mapping for ADA upgrades to Tanglewood Park and Skyhawk Park. Existing pathways were cross sectioned at intervals ranging from 10 to 25 feet to accurately depict the existing longitudinal slopes and cross slopes of the existing path of travel.

State Farm/Commerce Boulevard Water Line Replacement Project, Rohnert Park, CA

Mr. Cinquini was Principal in Charge and Project manager for the topographic surveying and mapping of approximately 1,800 linear feet of roadway and pathway to facilitate the design of future utilities. Mapping included GNSS observations to determine NAVD88 elevations and establishment on California Coordinate System 1983 horizontal coordinates.

Roseland Annexation to the City of Santa Rosa, Santa Rosa, CA

Mr. Cinquini was the Principal Land Surveyor overseeing the preparation mapping for annexation of five different areas within the County of Sonoma into the City of Santa Rosa.



Franklin Lee PE, LEED AP, CEP

Senior Estimator, Project Manager, Principal

Franklin is a certified estimating professional, professional civil engineer and LEED Accredited Professional, with working experience in cost estimating, construction scheduling and construction management. He is a multiple discipline estimator and has over 12 years' experience providing estimate for all CSI divisions at various stages of design from planning level to 100% construction documents.

REPRESENTATIVE EXPERIENCE

Franklin has worked on over 500 projects with various public agencies including BART, SFPW, SFPUC, SFMTA, Port of San Francisco, and San Francisco Recreation and Parks Department. Below are some representative projects:

Alamo Square Restroom & Irrigation Project
 Alice Chalmers Playground
 Alta Plaza Park
 BART Concord Plaza
 BART Downtown Berkeley Plaza
 BART El Cerrito Del Norte Station and Plaza Improvements
 Candlestick Point and Hunters Point Shipyard Open Space and Parks Master Plan
 Candlestick Point Wedge Park
 Crane Cove Park
 Garfield Pool
 Golden Gate Park Dog Play Area
 Golden Gate Park Stanyan Street Frontage
 Herz Playground
 India Basin and 900 Inness Shoreline Park
 Joe Di Maggio Playground
 Juri Commons
 Kimbell Playground
 Lake Merced Improvements Plan
 Margaret Hayward Park
 McLaren Park Playground
 Mountain View North Shore Precise Plan
 Panhandle Playground
 Richmond Playground
 San Francisco Recreation and Parks Let's Play SF Planning Study
 Sgt Macaulay Park
 Washington Square Playground
 Willie Woo Woo Wong Playground

EDUCATION

BS Civil and Environmental Engineering
 UC Berkeley, 2007

MS Construction Engineering and Management
 Stanford University, 2008

REGISTRATION

Professional Civil Engineer,
 California, #C77640, 2011

LEED AP BD+C, 2007

Certified Estimating Professional
 (AACE)

PROFESSIONAL AFFILIATIONS

The Association for the Advancement of Cost Engineering (AACE) International, Member #74550
 Former Vice President of San Francisco Section

Asian American Architects & Engineers, Member

American Society of Professional Estimators (ASPE) - Member

M Lee Corporation

03. WORK PLAN (SCHEDULE)

LET US KNOW YOUR THOUGHTS

There is a good article, mention
and also a strong statement
and also helps keep plants
from maintenance damage
to some area, possible
to Stan Tsch?
I think Gabe Jones fence
is better. Maybe plant some
the corner of the new
gardens there

A park without children
will not
work

This is a park for
people who LIVE
in this area
No Bathrooms
- go home to
use the toilet

Please, analyze
outside of dog area!

Fenced Dog
Park is
unworkable!

homeless people
are part of
the community
too!

Which would be best
Some community park
vs some area by CDF
Oakland park had at
Vine or this new
site?

BEING ABLE
TO GO THRU
THE NEIGHBORHOOD
FENCE IS
IMPORTANT
FOR SECURITY

no fence
on public
park = more
inclusive
& looks better

no
Dogs
in Park

What about a legal
hall for moral values?
is less expensive
& encourages direct
community involvement
↳ Monthly but painting
James Col. for more work

Dog Park!
Fence, and lighting
Love the idea
of adding an arch to
the dog park

WORK PLAN (SCHEDULE) SUMMARY

Notes: We are expecting the start date to vary given the new meeting schedule and protocols of the City Counsel in light of COVID 19.

Master Plan & Community Engagement - 5 Months



Notes: In our experience with community outreach, it requires several meetings and drafts to finalize content and tone with the City team. We would expect 3-4 weeks between community meetings for this preparation work. Additionally, working with a tight budget, it is important to price the project proposal early. Including cost estimation to this phase adds 2 weeks. Additional time for this phase may also be required to adjust our outreach strategies to provide safe feedback environments, like online surveys/meetings, in light of COVID 19.

30% & 60% Construction Sets - 3 Months



Notes: All of the subconsultants will join the team during this phase, we recommend a 30% Construction Set milestone as an internal team coordination set.

90%, 100% Construction Set & Bid Sets - 5 Months



Notes: Permitting and comment response is included in this phase. In our experience, City Agency reviews and comment response associated with permitting could take up to 4 weeks.

Bidding Support - 3 Months



Notes: In our experience, Public bidding periods can be up to 3 months, including the reward period. We would be available during this period to answer any questions and support the City in evaluation of the Bids.

Construction Observation - 8 Months

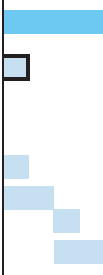













Work Plan (Schedule) Detail

	2020						
	September	October	November	December	January	February	March
Master Plan and Community Engagement - 5 Months Analysis Master Plan Options Master Plan Draft Master Plan Final Survey On-Site Surveying Compilation of data and base prep Neighborhood Meetings Neighborhood Meeting #1 Neighborhood Meeting #2 Neighborhood Meeting #3 City Meetings Initial Site Walk / Project Kickoff Neighborhood Meeting #1 materials: Site Analysis - Prep Meeting with City Neighborhood Meeting #1 - Review Feedback with City Neighborhood Meeting #2 materials: Master Plan Options - Prep Meeting with City Neighborhood Meeting #2 - Review Feedback with City Neighborhood Meeting #3 materials: Master Plan - Prep Meeting with City Neighborhood Meeting #3 - Review Feedback with City BOSC Presentation Present Masterplan for Approval City Council Presentation Present Masterplan for Approval (Meeting may occur later in schedule) Preliminary Cost Estimate (2 weeks) Team Review (1 week)							
30% & 60% Construction Set - 3 Months 30% Construction Set 60% Construction Set City Meetings Design Update 1 - Kickoff Design Update 2 - Progress Review Design Update 3 - Plan Set Page Turn 60% Cost Estimate at (2 weeks) Team Review (1 week) 60% Construction Set Package Client Review/Value Engineering (2 weeks)							
90%, 100% Construction Set and Bid Set - 5 Months 90% Construction Set 100% Construction Set Bid Set Permit Submit for Permit Permit Review and Approval Cost Estimates 90% Cost Estimate (2 weeks) Team Review (1 week) 100% Cost Estimate (2 weeks) Team Review (1 week) Bid Set Cost Estimate (1 week)							
Bidding Support - 3 Months							
Construction - 8 Months							

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2021									2022										
April	May	June	July	August	September	October	November	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Nov	
																			
																			
																			
																			
																			
																			

04. SCOPE OF SERVICES



Photo: Haley Waterson

Credit: McLaren Park Vision Plan community trails walk; a CMG Landscape Architecture Project. Plural Principal Scott Cataffa was the Principal in Charge and Plural Principal Haley Waterson was the Project Manager for this project while working at CMG.

SCOPE OF SERVICES

Project Understanding

The City of Santa Rosa is seeking proposals from qualified firms to work in conjunction with City staff to provide landscape architectural design, engineering and construction documents services for Dutch Flohr Park under a City of Santa Rosa Professional Services Agreement (PSA).

Dutch Flohr Park is located at 1160 Exeter Drive and is approximately 2.38 acres with two children play areas, adult fitness area, picnic areas and pathways. There are large lawn areas and several established large trees. See Scope Map below for the illustration of these project areas used to prepare this proposal.

Scope Map



Scope of Services

The scope of services shall include the following:

1. Grading, utilities and drainage
2. Striping and Right-of-Way improvements where required
3. Stormwater treatment design
4. Irrigation design
5. Paving, planting, and site furnishings
6. Detailing of landscape items such as walls and fences.
7. Play Structure layout design and coordination with play manufacturer
8. Structural Engineering of footings for site elements where required
9. Updated survey for project area (master plan area in scope map).
10. Cost Estimation at the milestones listed below.

Exclusions to Scope of Services

Client shall provide the following information or services as required for performance of the work. Plural and the consultant team assumes no responsibility for the accuracy of such information or services and shall not be liable for error or omissions therein. Should Plural or the consultant team be required to provide services in obtaining or coordinating compilation of this information, such services shall be charged as Additional Services.

1. Client-furnished documents and materials, including legal, geotechnical reports, soils testing, or tree reports. Proposal includes topographic survey.
2. Public Art, art documentation or art technical design. Plural will coordinate with public art artist.
3. Site lighting fixture selection, photometric calculations, and specifications. Plural will coordinate with Lighting Systems to configure and locate site lighting fixtures and elements based on the landscape design.
4. Signage and environmental graphics.
5. Water Feature mechanical design, and construction documentation of pools, spas, water features, and fountains.
6. Plumbing or mechanical engineering
7. Physical models.
8. Wind modeling and mitigation analysis.
9. Creating, translating, or reformatting project drawings into BIM software or from BIM software into AutoCAD.
10. Presentation materials for and attendance at public hearings other than those outlined in this scope.
11. Security systems.
12. Noise analysis or abatement.
13. Air quality analysis or abatement.
14. Hazardous materials engineering, management, and permitting.
15. Division 0 & 1 specifications.
16. Permitting of plans.
17. Value engineering beyond the 90% Construction phase.
18. Agronomic, permeability, and geotechnical soil testing and analysis.
19. Illustrative renderings beyond those outlined in this scope.

Master Plan & Community Engagement - 5 Months

The goal of this phase is to develop a conceptual design for the open spaces described above in coordination with the City staff, community, and consultant team.

Tasks include:

1. Project start-up/project management
2. Coordinate Survey/Data Collection/Document Review.
3. Site Topographic Survey
4. Initial site walk with City staff
5. Site Analysis Study/Opportunities & Constraints
6. Develop irrigation improvement memo with city maintenance staff.
7. Research available industry equipment for playground and exercise components.
8. Prepare site analysis diagrams and precedent imagery for neighborhood meeting #1
9. Review draft neighborhood meeting #1 materials with City Staff
10. Prepare all graphic materials and exercises for neighborhood meeting #1
11. Attend, organize and lead neighborhood meeting #1 in conjunction with the City Staff
12. Summarize, categorize, and analyze feedback from neighborhood meeting #1
13. Prepare 3 playground and fitness equipment draft master plans including program and circulation diagrams and supporting imagery
14. Review 3 draft master plans with City Staff
15. Revise 3 draft master plans based off of City Staff comments for neighborhood meeting #2
16. Prepare all graphic materials for neighborhood meeting #2
17. Attend, organize and lead neighborhood meeting #2 in conjunction with the city
18. Summarize, categorize, and analyze feedback from neighborhood meeting #2
19. Incorporate community and city feedback into 1 revised master plan for review with City Staff
 - Coordinate the layout and requirements of a new ADA Loading space
 - Develop materials and planting plans and palettes
 - Coordinate with play and exercise manufacturer for layout
 - Develop schematic level grading and drainage plan
 - Develop stormwater treatment approach and preliminary sizing
 - Study master plan in 3D modeling software (SketchUp)
 - Prepare preliminary cost estimate
 - Review preliminary cost estimate internally
 - Review preliminary cost estimate with City Staff and make plans adjustments as necessary
20. Prepare all graphic materials for neighborhood meeting #3
21. Attend, organize and lead neighborhood meeting #3 in conjunction with the City Staff
22. Prepare updated master plan based on neighborhood meeting #3
23. Present the Master Plan and Preliminary Cost Estimate at the Board of Community Services (BOCS)
24. Prepare final Master Plan based on the direction and comments received by the BOCS
25. Present the Master Plan to City Council for Approval
26. Attend up to (3) in-person meetings & (3) remote meetings with the city staff
27. Project management and billing.

Master Plan & Community Engagement Deliverables

- Site Topographic Survey
- Neighborhood Meeting #1 Boards, Presentation, and Summarized Feedback.
- Neighborhood Meeting #2 Boards, Presentation, and Summarized Feedback.
- Neighborhood Meeting #3 Boards, Presentation, and Summarized Feedback.
- Preliminary Master Plan Cost Estimate. Provide (3) copies for City review
- Final Master Plan Illustration and Supporting Graphics
- BOSC Presentation
- City Council Presentation
- Updated Project Schedule. Provide (3) copies for City review.

30% & 60% Construction Set - 3 Months

Upon the Client's written approval of Final Master Plan drawings, cost estimate, and cost savings strategies, Plural and the consultant team shall develop 30% and 60% Construction Sets.

Tasks include:

1. Incorporate changes resulting from Client review and approval of the Final Master Plan documents and cost budgets.
2. Collaborate with Civil Engineer to advance the drawings for horizontal controls, grading and drainage, utilities, and vehicular and pedestrian circulation.
3. Coordinate with Structural Engineer to develop footing design for site furnishings.
4. Prepare 30% and 60% documents (in Autodesk® AutoCAD® 2017 or later software), reviewed and coordinated with other disciplines. Digital 3D modeling for design coordination shall be prepared in SketchUp®.
 - Refine cover sheet and index, coordinate with project team and city staff.
 - Refine play structure design with manufacturer(s).
 - Develop site elements and paving details and sections.
 - Refine planting plan and palettes.
 - Develop irrigation plans and details.
 - Develop site demolition plan, grading and drainage plan, and sediment plan.
 - Prepare Initial Stormwater LID submittal.
 - Refine the layout and requirements of a new ADA loading space and striping.
 - Project consultant coordination meetings (up to 5 meetings)
 - Review 30% documents and prepare a summary of design issues and comments for coordination with all consultants.
5. Prepare specifications Table of Contents at 30% and 3-part specification at 60% Construction Set.
6. Coordination of the cost estimate at 60% Construction Set drawings with cost estimating consultant.
7. Review cost estimate with City (1 meeting) and develop cost savings strategies. Coordinate cost savings strategies with consultant team to be incorporated in Construction Documents.
8. Meet with City Staff to review progress (up to 5 meetings - 3 in-person meetings in Santa Rosa and 2 remote meetings).
9. Project management and billing.

30% & 60% Construction Set Deliverables

- 30% Construction Set and Specification Table of Contents for internal consultant coordination
- 60% Construction Set and Specifications. Provide (3) full size sets of documents for City review.
- 60% Construction Set Cost Estimate. Provide (3) copies for City review.
- Updated Project Schedule. Provide (3) copies for City review.

90%, 100%, Construction Set & Bid Set - 5 Months

Upon the Client's written approval of 60% Construction Set drawings and cost estimate, Plural and the consultant team shall develop 90%, 100% Construction Sets & Bid Set for permitting and construction. Construction Documents include a complete set of drawings and technical sections of specifications required to construct the work.

Tasks include:

1. Incorporate changes resulting from Client review and approval of the 60% Construction Set and cost savings strategies.
2. Prepare 90%, 100%. and Bid Set documents (in Autodesk® AutoCAD® 2017 or later software), sufficient in scope and detail, to submit for building permit application and approval, subcontractor bidding, and construction, fully coordinated with all other disciplines.
3. Prepare 3-part specifications for work included in construction documents.
4. Meet with City Staff to review progress (up to 6 meetings - 3 in-person meetings in Santa Rosa and 3 remote meetings).
5. Project management and billing.

90%, 100% Construction Set &, Bid Set Deliverables

- 90% Construction Set and Specifications. Provide (3) full size sets of documents for City Review.
- 100% Construction Set and Specifications. Provide (3) full size sets of documents for City Review.
- Bid Set and Specifications. Provide (3) full size sets of documents for City Review.
- 90% Construction Set Cost Estimate and Updated Project Schedule. Provide (3) full size sets for City review.
- 100% Construction Set Cost Estimate and Updated Project Schedule. Provide (3) full size sets for City review.
- Bid Set Cost Estimate and Updated Project Schedule. Provide (3) full size sets for City review.

Bidding Support – 3 Months

1. Assist the City in preparation of Bid Documents.
2. Respond to bidder questions and prepare addenda documents as required.
3. Review and provide feedback on Contractor bids.
4. Prepare up to (2) Bid Addendum submittals.
5. Attend up to (2) Client Meetings (1 in-person meeting and 1 remote meeting).
6. Project management and billing.

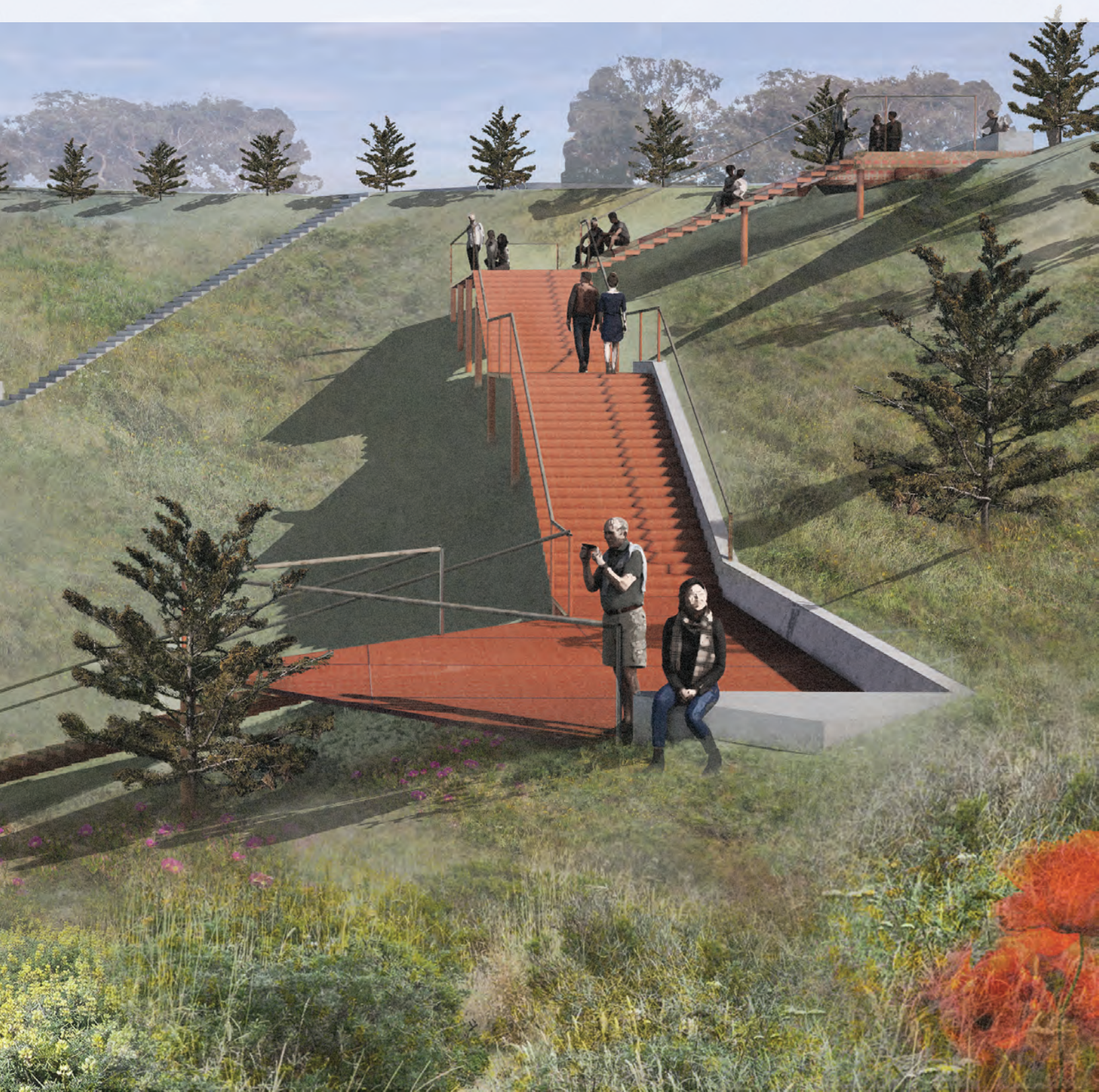
Construction Observation – 8 Months

Plural and the consultant team will visit the site during each phase of construction to review the progress of the work and to determine in general if the construction is proceeding in accordance with the design intent of the construction documents. Based on the site observations, Plural will keep the Client informed of the progress and quality of construction. Plural may recommend the rejection of work failing to conform to the contract documents.

Tasks include:

1. Participate in construction progress meetings with Contractor and Client (Plural up to 16 and Coastland up to 2).
2. Respond to contractor's requests for information, construction change document's, and support city in review of change orders.
3. Review contractor's submittals of product data and shop drawings for substantial conformity to the contract plans and specifications in a timely manner as requested by the Client.
4. Update Construction Documents to incorporate clarifications and final design.
5. Compile site observation and field reports.
6. Create and maintain a punch list of defects throughout construction.
7. Provide for up to (16) site visits/meetings at appropriate stages of construction. Site review is anticipated for the following key design components:
 - Up to (3) Hardscape Formwork/Mockup Review
 - Up to (2) Finish Grading Reviews, Plural and Coastland
 - Up to (2) Play Structure Reviews
 - Up to (1) Furniture Installation Review
 - Up to (2) Planting Installation Reviews
 - Up to (2) Irrigation Installation Reviews
 - Punch List (up to 2), Plural and Coastland
 - Substantial Completion
 - Final Completion
8. Review contractor provided as-built plans and specifications.
9. Project management and billing.

05. MASTER PLAN GRAPHICS



St. James Park

San Jose, CA

Plan



a CMG Landscape Architecture Project. Plural Principal Haley Waterson was the Project Manager and Lead Designer for this project while working at CMG. **Masterplan graphic above was completed by Plural Principal Haley Waterson.**

St. James Park

San Jose, CA

3-D/Perspective Renderings



a CMG Landscape Architecture Project. Plural Principal Haley Waterson was the Project Manager and Lead Designer for this project while working at CMG. **Masterplan graphic above was completed by Plural Principal Haley Waterson.**

West Oakland Farm Park

Oakland, CA



a CMG Landscape Architecture Project. Plural Principal Carrie Rybczynski was the Project Manager and Plural Principal Haley Waterson was the Lead Designer for this project while working at CMG. **Masterplan graphic above were completed by Plural Principal Haley Waterson.**

Greening the South Central Waterfront

Austin, TX

Plan



a CMG Landscape Architecture Project. Plural Principal Scott Cataffa was the Principal in Charge and Plural Principal Haley Waterson was the Project Manager and Lead Designer for this project while working at CMG. **Masterplan graphic above was completed by Plural Principal Haley Waterson.**

Greening the South Central Waterfront

Austin, TX

3-D/Perspective Renderings



a CMG Landscape Architecture Project. Plural Principal Scott Cataffa was the Principal in Charge and Plural Principal Haley Waterson was the Project Manager and Lead Designer for this project while working at CMG. **Masterplan graphic above was completed by Plural Principal Haley Waterson.**

Wilder Community Garden

San Francisco, CA

Birdseye Plan



Wilder Community Garden

San Francisco, CA

3-D/Perspective Renderings



06. REFERENCE PROJECTS



Photo: Bruce Demonte
Credit: Daggett Plaza; a CMG Landscape Architecture Project. Plural Principal Haley Waterson was the Lead Designer & Project Manager for this project while working at CMG.

Reference Projects Summary



McLaren Park Playground

- City playground built within existing park
- Customized off-the-shelf play structures
- Master Plan and Community Engagement
- ‘Natural’ Character



Daggett Park

- Maximize space in a small park with multi-functional play spaces
- Artful play sculptures
- Community Engagement



Willows Community School Playground

- Customized off-the-shelf play structures
- Community Engagement
- Working within existing site



United Auburn Indian Community Tribal School

- Master Plan and Community Engagement
- Two playgrounds with different age groups
- ‘Natural’ Character Playgrounds



Galvin Park & Howarth Park

- Park pathway and accessibility improvements
- Collaborated with the City of Santa Rosa

McLaren Park Playground (Under Construction)

San Francisco, CA



a CMG Landscape Architecture Project. Plural Principal, Scott Cataffa, was the Principal in Charge for this project while working at CMG. Plural Principal, Haley Waterson, was the Project Manager for this project while working at CMG.

CLIENT

City and County of San Francisco
Recreation and Parks Department

PROJECT PARTNERS

Brookwater
M Lee

SIZE

0.6 Acres

COMPLETED

2018 - 2020

COST

Design Fee: \$348,000
Construction Cost: \$2,500,000

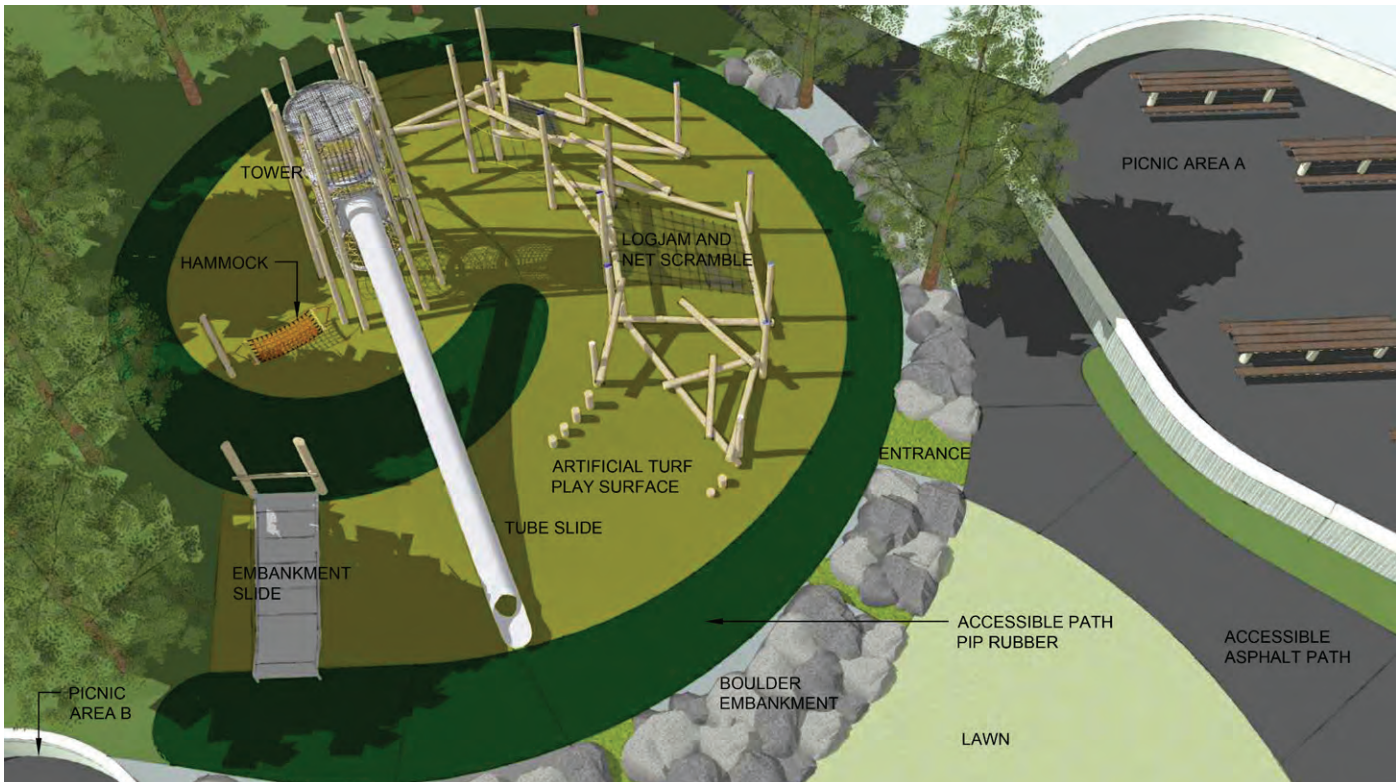
CLIENT REFERENCE

Alexis Ward
415-581-2549

This project is located in the 3-13 acre McLaren Park. The playground project began as part of the Let'sPlaySF! Initiative, a partnership between RPD and the San Francisco Parks Alliance. Through the initiative, 13 playgrounds across San Francisco will be re-imagined and redesigned for this and future generations. The Let'sPlaySF! Initiative has committed \$2,750,000 in funding for the playground project.

The playground's design reflects the community's desire to have a natural playground that capitalizes on the park's hilly topography. The playground will be located on the sloping hillside between the two existing picnic areas. A large slide will descend from the top of the playground to the base. There will also be a net climbing structure that will allow children to enjoy uninterrupted views of San Francisco. Natural elements such as boulders and timbers will wrap the hillside and be incorporated as play elements.





COMMUNITY ENGAGEMENT

The McLaren Park Playground had a robust engagement process with the McLaren Park community. Community meetings were held to explore overarching goals for the playground, themes for the structures, and overall character. Smaller community workshops, site walks, and discussions were organized to better understand the community's desired improvements and connect the community the McLaren Park at large. "Fun Days" were also organized by the design team to draw visitors to explore the park.



Daggett Park

San Francisco, CA



Photo: Bruce DeMonte

Credit: Daggett Plaza; a CMG Landscape Architecture Project. Plural Principal Haley Waterson was the Lead Designer & Project Manager for this project while working at CMG.

CLIENT

Equity Residential

AWARDS

Merit Award – General Design ASLA
Northern California Chapter

SIZE

Site: 1 acre

COMPLETED

2016

COST

Design Fee: \$250,000

Construction Cost: \$4,900,000

CLIENT REFERENCE

Dan Katzenberger

415-638-1811

Daggett Park transformed a brownfield site in the Dogpatch Neighborhood into a lively mixed-use destination. Daggett Park is located on a prior right of way acquired by the City from the Port Authority. The design team worked closely with the city to assist with the land transfer and to develop the management structure for the park.

The park design process involved significant community engagement to develop the programming for the park. The park provides residents with a small dog park, children play elements and small event gathering spaces. A “shared public way” flanks the south edge of the park to provide access for food trucks and to support farmer’s market events, while prioritizing pedestrian movement. The project also includes three blocks of enhanced streetscapes, a mid-block public mews, and on-structure resident amenity gardens.

The design team partnered with the Arts Commission to implement a landmark sculpture for the park designed by a local artist.



Dutch Flohr Neighborhood Park RFP 153741

United Auburn Indian Community Tribal School

Loomis, CA



a CMG Landscape Architecture Project. Plural Principal, Scott Cataffa, was the Principal in Charge for this project while working at CMG. Plural Principal, Carrie Rybczynski, was the Project Manager for this project while working at CMG. Plural Principal Haley Waterson was the Lead Designer while working at CMG>

CLIENT

United Auburn Indian Community
with Lake Flato Architects

SIZE

Site: 0.08 Acre

COMPLETED

2017-Present

COST

Design Fee: \$550,000

Construction Cost: \$4,000,000

CLIENT REFERENCE

Randy Boehm, Urban Resources
randy@urbanresourcesinc.com
(503) 765-7074

We are working with the United Auburn Indian Community (UAIC) to create a community center and school for their tribe. The 45-acre site in the foothills of the Sierra was once home to their ancestors, but was lost generations ago; however, the landscape still reveals traces of their cultural and agricultural heritage. The site design is intended to be a learning landscape where the community can nurture the land back to its native ecology. In addition to campus gathering spaces for play and recreation, the site includes an ethno-botanical garden with indigenous plants that support the tribe's culinary and medicinal practices, spiritual rituals, and art. The campus will be a teaching tool, bringing students and elders together to pass on their traditions and knowledge to the next generation.

plural



MASTER PLAN

The campus master plan shows the broader oak woodland restoration, riparian restoration, and trail network through the learning landscape.



COMMUNITY ENGAGEMENT

Working with a community that has experienced generations of trauma requires humility, trust-building, and patient listening. We began with the Council of Elders to understand their specific needs and concerns. From there, the circle expanded to include the Tribe's cultural historians, and finally, we engaged the students. We walked the site together, learning about the unique traces of their ancestors, and envisioned ways to preserve and highlight them as part of the campus design and curriculum.

Willows Community School Playground

San Francisco, CA



a CMG Landscape Architecture Project. Plural Principal, Carrie Rybczynski, was the Project Manager for this project while working at CMG. Plural Principal, Haley Waterson, was the Lead Designer for this project while working at CMG.

CLIENT

Willows Community School

SIZE

Site: 0.08 Acre

COMPLETED

2016

COST

Design Fee: \$180,000

Construction Cost: \$1,500,000

CLIENT REFERENCE

Kami Kinkaid, AIA, LEED AP

Perkins & Will|Pfauf Long

Associate Principal

(415) 780-9712

Kami.Kinkaid@perkinswill.com

In developing the master plan for Willows Community School the faculty envisioned their environment to be developmentally appropriate for their young students, as well as to foster a sense of creativity, inspiration, and encourage dialogue and a sense of community. The whole school embraced the concept of learning commons, so our resulting design opened up the classrooms to the rest of the campus. The outdoor open space includes plenty of shade, raised garden beds, places for spontaneous performances, an athletic field and playground. Adjacent to the playground, a large feature wall frames the place space. The feature wall is made up of slate tiles, acting as a chalk board. This wall has become a place for sharing messages and art creations.

These design changes increase opportunities to be inspired by student work and performances and create stronger interpersonal connections among students and faculty.



Galvin Park Pathway Accessibility Improvements

Santa Rosa, CA



Coastland worked closely with City staff to develop construction plans, specifications and construction cost estimates for accessibility improvements at Daniel Galvin Community Park in the southeastern part of the City. The project included improvements to pathways and walkways from the eastern parking lot to the tennis court complex. The project involved removal of existing bituminous surfacing, regrading and constructing new Portland Cement concrete pathways and sidewalks. Conforming to existing paths and tennis courts was required, along with minor grading to provide proper drainage. Curbed islands with small drainage inlets were needed around several site lighting pole bases and electrical boxes to avoid removal and resetting of the poles.

CLIENT	SIZE	COMPLETED	COST
City of Santa Rosa	Site: 23.4 acres	2018	Design Fee: \$49,225, Construction Cost: \$338,845

CLIENT REFERENCE

Camron Macdonald, Facilities Planning Coordinator, (707) 543-3769

Howarth Park Accessibility Alterations

Santa Rosa, CA



Coastland provided design services to remove, grade and reconstruct concrete pathways at Howarth Park to comply with accessibility standards and to extend access to the Park's train station, carousel, accessible parking in the upper parking lot, and to serve as the accessible route connecting the lower and upper amusement areas.

The project involves removal of existing bituminous surfacing, regrading and constructing new Portland cement concrete pathways and sidewalks.

CLIENT	SIZE	COST
City of Santa Rosa	Site: 138 acres, project was a small portion of the park.	Design Fee: \$62,810, Construction Cost: \$849,077
COMPLETED 2018	CLIENT REFERENCE Camron Macdonald, Facilities Planning Coordinator, (707) 543-3769	



07. CITY STANDARD PROFESSIONAL SERVICES AGREEMENT STATEMENT



Photo: Bruce Demonte
Credit: Daggett Plaza; a CMG Landscape Architecture Project. Plural Principal Haley Waterson was the Lead Designer & Project Manager for this project while working at CMG.

City Standard Professional Services Agreement Statement

Plural understands and accepts the City of Santa Rosa's Standard Professional Services Agreement without significant requests to change standard language or the City's insurance requirements.

A handwritten signature in black ink, appearing to read 'hw', is positioned above the typed name.

Haley Waterson, PLA
Principal



plural

2742 17th Street
San Francisco, CA 94110
415.450.9519
www.plural.studio

Cost Proposal for Landscape Architectural Services

“Dutch” Flohr Neighborhood Park

Santa Rosa, CA

City of Santa Rosa
Recreation and Parks
55 Stony Point Road
Santa Rosa, CA 95401

Attn: Dutch Flohr Park Review Committee (RFP 153741)

plural

2742 17th Street
San Francisco, CA 94110
415.450.9519
www.plural.studio

May 21, 2020

COST PROPOSAL

Compensation

The Landscape Architect's services as described in the scope of services shall be provided on a time and material basis. The fees for each phase shall not exceed the estimates listed in the fee schedule.

Should phases extend beyond the estimated time frames and the number of presentations and meetings exceed those listed above, Plural may request Additional Services to cover the extensions. Plural will not proceed with additional work, meetings, and presentations without prior written notice and approval by the Client.

Fee Schedule

Plural						
Dutch Flohr, Santa Rosa, CA						
Project Phase	Landscape	Civil/Structural	Survey	Cost Estimating	Irrigation	Total by Phase
	Plural	Coastland	Cinquini & Passarino	M Lee	Brookwater	
Master Plan and Community Engagement	\$ 27,385	\$ 13,855	\$ 14,250	\$ 7,892	\$ 1,750	\$ 65,132
30% & 60% Construction Set	\$ 28,385	\$ 18,955		\$ 7,852	\$ 3,500	\$ 58,692
90% & 100% Construction Set, Bid Set	\$ 41,723	\$ 19,755		\$ 22,318	\$ 4,760	\$ 88,556
Bidding Support	\$ 4,735	\$ 4,215				\$ 8,950
Construction Observation	\$ 20,500	\$ 7,370			\$ 4,000	\$ 31,870
Reimbursables	\$ 5,322	\$ 58			\$ 400	\$ 5,779
Total	\$ 128,049	\$ 64,208	\$ 14,250	\$ 38,062	\$ 14,410	\$ 258,979
Design Contingency (10%)						
	\$ 12,273	\$ 6,415	\$ 1,425	\$ 3,806	\$ 1,401	\$ 25,320
Total with Design Contingency	\$ 140,322	\$ 70,623	\$ 15,675	\$ 41,868	\$ 15,811	\$ 284,299

*See Page 7 For Fee Detail

Reimbursable Expenses

Reimbursable expenses such as travel, printing, photography, delivery, fax, telephone, and other direct expenses shall be billed at direct cost.

Additional Services

It is understood that the prime agreement will define the terms and conditions associated with additional services. If any of the circumstances outlined in Attachment B affect the Landscape Architect's services for the Project, the Landscape Architect shall be entitled to an appropriate adjustment in fee to the extent that such changes result in an actual change in costs to be incurred by Landscape Architect to perform its Services. If a change in circumstances will increase Landscape Architect's costs, Landscape Architect shall promptly (and before performing any impacted work) notify the Client of the impact of the changed circumstances and its expected cost. Landscape Architect will not perform any work with such increased costs until the Client has approved the change in writing.

Invoices

Invoices shall be prepared monthly for progress payments based on work complete for each phase as indicated in the fee schedule.

Service Agreement

It is assumed that the scope of work and compensation outlined in this proposal will be incorporated in a consultant agreement between Plural and the City of Santa Rosa Recreation and Parks Department.

Exhibits

- A. 2020 Billing Rates
- B. Supplemental Additional Services
- C. Insurance & Licensure

EXHIBIT A – RATE SCHEDULE

(All Rates Indicated Shall Be in Effect from January 1, 2020 until December 31, 2020)

PLANNING AND DESIGN SERVICES BILLING RATES

Plural’s current team consists of three Principals with over twenty years of experience. We bill our clients on tasks rather than role; consequently, we offer great value for the work we produce. Below are our rate task:

Leadership	\$200
Management	\$155
Design	\$155
Coordination	\$125
Production	\$100

MISCELLANEOUS FEES

The following services and fees are billed at cost plus 10%:

- Subcontracted Services
- Transportation, meals, and lodging for overnight travel and incidental travel expenses.
- Commercial delivery services, including Federal Express, Express Mail and Messenger Services.
- Printing and Copies

MILEAGE

Unless agreed otherwise in the Professional Services Agreement, Plural charges all project related mileage prevailing IRS rate per mile.

OFFICE REPROGRAPHICS CHARGES

B&W Plot-Bond	\$1.65/sf
Color Plot-Bond	\$5.50/sf
Color Plot-Presentation Satin	\$8.25/sf
Color Presentation 8.5x11	\$0.50ea
Color Presentation 11x17	\$1.75ea
Color 8.5x11	\$0.25ea
Color 11x17	\$0.50ea
B&W 8.5x11	\$0.10ea
B&W 11x17	\$0.20ea

EXHIBIT B – Supplemental Additional Services

The following services are not included in the Basic Services and shall be in addition to the compensation for Basic Services. These services shall only be provided if authorized in writing by the Owner:

1. Specifically requested presentation material, renderings and/or presentation models. Basic Services excludes renderings and in-house study models.
2. Public presentations involving design review, planning departments and other agencies including time spent to generate specifically required documents or presentation material as well as travel, meeting and presentation time beyond what is reasonably anticipated for the Project.
3. Services resulting from discrepancies, errors, or inaccuracies shown in Owner-furnished documents and materials, including legal, topographic, utility surveys, geotechnical reports, soils testing, tree reports or arborist services, or unforeseen conditions in Owner-provided information.
4. Consultations required to respond to third party reviews and the preparation of any resulting revisions beyond those reasonably anticipated for the Project.
5. Redesign services requested to accommodate material changes to design components previously designed and approved by Owner.
6. Significant change in the Project including, but not limited to, size, quality, complexity, the Owner's schedule, budget, or procurement method.
7. Enactment or revision of codes, laws or regulations or official interpretations which necessitate changes to previously prepared Instruments of Service;
8. Services in connection with any public hearing, arbitration, or legal proceedings with respect to the project where Consultant is not a party, including assistance in preparation for litigation or arbitration or as a witness or consultant.
9. Services connected with the preparation of documents for alternate bids or for phased or fast-track design and/or construction.
10. Work performed out of the sequence established in this agreement, or if design and documentation of the project is phased or divided into separate documentation packages.
11. Services provided between project phases (interphase services).

EXHIBIT C – Insurance & Licensure

Professional Liability, General Liability, and Automobile Coverages:

The Landscape Architect shall, at its own expense, professional liability, general liability, and auto liability insurance for 10 years from project completion. Below is a summary of our current coverage, which will be increased to meet the contract requirements upon being awarded the project.

1. **Professional Liability Insurance** shall include coverage for claims for professional acts, errors or omissions and shall not be less than one million (\$1,000,000.00) per claim and one million (\$1,000,000.00) in the aggregate.
2. **Commercial General Liability Insurance** shall include coverage for bodily injury, property damage and personal injury for premises operations, products/completed operations and contractual liability. The amount of the insurance shall not be less than one million (\$1,000,000.00) per occurrence and two million (\$2,000,000.00) in the aggregate.
3. **Automobile Liability Insurance** shall include a combined single limit of one million dollars (\$1,000,000) for bodily injury and property damage for owned (if any), hired, and non-owned vehicles.
4. **Excess (Umbrella) Liability** shall extend coverage over Commercial General Liability and Auto Liability policies, and shall not be less than one million (\$1,000,000.00).

Workers Compensation:

The Landscape Architect shall, at its own expense, maintain during the performance of this contract workers' compensation insurance in compliance with the State's Workers' Compensation laws.

Additional Insurance Provisions:

1. The Owner shall have the right to inspect or obtain a copy of the original policies of insurance.
2. At the Owners request, the Landscape Architect shall furnish to the Owner required certificates and endorsements.

Licenses:

- Scott Cataffa is a licensed Landscape Architect in the State of California.
- Carrie Rybczynski is a licensed Landscape Architect in the State of California.
- Haley Waterson is a licensed Landscape Architect in the State of California.

Landscape Architects are regulated by the State of California. Any questions concerning a Landscape Architect may be referred to the Landscape Architects Technical Committee at:

Landscape Architects Technical Committee (LATC)

2420 Del Paso Road, Suite 105, Sacramento, CA 95834
916-575-7230

COST PROPOSAL - DETAIL

Plural

Consultant: Plural						
Dutch Flohr, Santa Rosa, CA						
Phases	Leadership	Management	Design	Coordination	Production	Total Task
	<i>Hourly Rate</i>	<i>\$ 200.00</i>	<i>\$ 155.00</i>	<i>\$ 155.00</i>	<i>\$ 125.00</i>	<i>\$ 100.00</i>
Master Plan and Community Engagement (5 Months)						
Project start-up		2				\$ 310.00
Coordinate Survey/Data Collection/Document Review		2		1		\$ 435.00
Site Topographic Survey		2		1		\$ 435.00
Initial site walk with City staff	3		3			\$ 1,065.00
Site Analysis Study/Opportunities & Constraints		1			4	\$ 555.00
Develop irrigation improvement memo with city maintenance staf		0.5		1		\$ 202.50
Research available industry equipment for playground and exercise components					4	\$ 400.00
Neighborhood meeting #1 - Prepare site analysis diagrams & precedent imagery		2			8	\$ 1,110.00
Neighborhood meeting #1 - Review DRAFT materials with City Staf	1				1	\$ 300.00
Neighborhood meeting #1 - Prepare all graphic materials and exercise:	0.5	2	1		16	\$ 2,165.00
Neighborhood meeting #1 - Attend, organize and lead with City Staf	3				3	\$ 900.00
Neighborhood meeting #1 - Summarize, categorize, and analyze feedback		0.5			2	\$ 277.50
Prepare 3 preliminary master plans including program (playground and fitness equipment), circulation diagrams, and precedent imagery	1		4		12	\$ 2,020.00
Neighborhood meeting # - Review preliminary master plans with City Staf	1				1	\$ 300.00
Neighborhood meeting #2 - Revise 3 preliminary master plans to incorporate City Staff comments			2		4	\$ 710.00
Neighborhood meeting #2 - Prepare all graphic materials and exercise:	0.5	1	1		8	\$ 1,210.00
Neighborhood meeting #2 - Attend, organize and lead with City Staf	3				3	\$ 900.00
Neighborhood meeting #2 - Summarize, categorize, and analyze feedback					2	\$ 200.00
Incorporate community and city feedback into 1 revised master plan for review with City			2		4	\$ 710.00
Coordinate the layout and requirements of a new ADA Loading space			1	1		\$ 280.00
Civil site walk and assessment of existing condition:		3				\$ 465.00
Develop materials plan	1		1		1	\$ 455.00
Develop planting plan and palettes:			2		1	\$ 410.00
Coordinate with play and exercise manufacturer for layout		1		2		\$ 405.00
Develop schematic level grading and drainage plan			1		1	\$ 255.00
Develop stormwater treatment approach and preliminary sizing				1	1	\$ 225.00
Refine play structure design with manufacturer(s)			1		1	\$ 255.00
Study schematic design plan in 3D modeling software (SketchUp					8	\$ 800.00
Prepare preliminary cost estimate		1		1	2	\$ 480.00
Review preliminary cost estimate internally	0.5	2				\$ 410.00
Review preliminary cost estimate with City Staff and make plans adjustments as necessary		4				\$ 620.00
Neighborhood meeting #3 - Prepare all graphic materials:	0.5		1		6	\$ 855.00
Neighborhood meeting #3 - Attend, organize and lead with City Staf	3				3	\$ 900.00
Prepare updated master plan based on feedback from neighborhood meeting #3 and City Staff direction					4	\$ 400.00
Present the Master Plan and Preliminary Cost Estimate at the Board of Community Services (BOCS)	3				2	\$ 800.00
Prepare final Master Plan based on the direction and comments received by the BOCS			1		2	\$ 355.00
Present the Master Plan to City Council for Approva	3				2	\$ 800.00
Attend up to (3) in-person meetings & (3) remote meetings with the city staff		12			6	\$ 2,460.00
Project management and billing		10				\$ 1,550.00

Plural Fee Detail Continued

	Leadership	Management	Design	Coordination	Production	
90%, 100% Construction Set & Bid Set (5 Months)						
Incorporate changes resulting from City staff review and approval of the 60% documents and cost savings strategies.			4		4	\$ 1,020.00
Prepare Construction Drawings (in Autodesk® AutoCAD® 2017 or later software), sufficient in scope and detail, to submit for building permit application and approval, subcontractor bidding, and construction, fully coordinated with all other disciplines.				24	60	\$ 9,000.00
Finalize play structure design with manufacturer(s)	1	2	2			\$ 820.00
Finalize site elements and paving details and section:		1		4		\$ 655.00
Finalize cover sheet and index, coordinate with project team and city staff		0.5				\$ 77.50
Refine material and site elements plan and schedule:		0.5			8	\$ 877.50
Refine planting plan and palettes:	2	0.5				\$ 477.50
Refine irrigation plans and details:		0.5		4		\$ 577.50
Temporary Erosion and Sediment Control Plan		0.5		0.5		\$ 140.00
Site Demolition Plan		0.5		0.5		\$ 140.00
Grading Plan		0.5		0.5		\$ 140.00
Drainage Plan		0.5		0.5		\$ 140.00
Final site-wide Stormwater Control Plan (SCP)		1		1		\$ 280.00
Road striping plan (accessible loading space)				0.5		\$ 62.50
Coordinate with Structural Engineer to refine footing design for site furnishings				2		\$ 250.00
Prepare 3-part specifications for work included in construction documents		12	2	2		\$ 2,420.00
Internal project team coordination calls (assumes 6 meetings)		12		6		\$ 2,610.00
(1) 90% Construction Set - for City review & Permit	4	16			24	\$ 5,680.00
Prepare cost estimate		1			2	\$ 355.00
Review cost estimate internally	1	4				\$ 820.00
Review cost estimate with City Staff and prepare VE Analysis:	0.5	4				\$ 720.00
(1) 100% Construction Set - for City review	1	8			24	\$ 3,840.00
Prepare cost estimate		1			1	\$ 255.00
Review cost estimate internally	1	4				\$ 820.00
Review cost estimate with City Staff		2				\$ 310.00
(1) Bid Set - for City review	1	8			24	\$ 3,840.00
Prepare cost estimate		1			1	\$ 255.00
Review cost estimate internally	1	4				\$ 820.00
Review cost estimate with City Staff		2				\$ 310.00
Attend up to (3) in-person meetings & (3) remote meetings with the city staff		12			6	\$ 2,460.00
Project management and billing		10				\$ 1,550.00
Reimbursables						
Printing: (3) Full-size 90% Plan Sets (estimate 30 sheets per set)						\$ 594.00
Printing: (3) 8.5x11 90% Specification Packages, Division 2-34 (estimate 300 sheets per set)						\$ 90.00
Printing: (3) 8.5x11 90% Cost Estimate and Schedule (estimate 10 sheets per set)						\$ 3.00
Printing: (3) Full-size 100% Plan Sets (estimate 30 sheets per set)						\$ 594.00
Printing: (3) 8.5x11 100% Specification Packages, Division 2-34 (estimate 300 sheets per set)						\$ 90.00
Printing: (3) 8.5x11 100% Cost Estimate and Schedule (estimate 10 sheets per set)						\$ 3.00
Printing: (3) Full-size Bid Sets (estimate 30 sheets per set)						\$ 594.00
Printing: (3) 8.5x11 Bid Specification Packages, Division 2-34 (estimate 300 sheets per set)						\$ 90.00
Printing: (3) 8.5x11 Bid Cost Estimate (estimate 8 sheets per set)						\$ 2.40
Travel: (3) Roundtrip for Meetings						\$ 210.00
				Reimbursable Total		\$ 2,270.40
Subtotal	12.5	109	8	45.5	154	\$ 41,722.50

Plural Fee Detail Continued

	Leadership	Management	Design	Coordination	Production	
Bidding Support (3 Months)						
Assist the Client in preparation of Bid Document:		2				\$ 310.00
Respond to bidder questions and prepare addenda documents as required		4		2		\$ 870.00
Review and provide feedback on Contractor bid:		2		4		\$ 810.00
Prepare up to (2) Bid Addendum submittals		2		2	10	\$ 1,560.00
Attend up to (1) in-person meeting & (1) remote meeting with Client		4			1	\$ 720.00
Project management and billing		3				\$ 465.00
Reimbursables						
Printing: (20) 8.5x11 B&W Prints of Bids						\$ 2.00
Travel: (1) Roundtrip for Meeting						\$ 70.00
				Reimbursable Total		\$ 72.00
Subtotal	0	17	0	8	11	\$ 4,735.00
	Leadership	Management	Design	Coordination	Production	
Construction Observation (8 months)						
Participate in construction progress meeting (up to 12 remote meetings)		12				\$ 1,860.00
Respond to contractor's requests for information, construction change document's, and support City in review of change orders		16		4	8	\$ 3,780.00
Review contractor's submittals of product data and shop drawing:	1	8		2	2	\$ 1,890.00
Update Construction Documents to incorporate clarifications and final design		2			10	\$ 1,310.00
Compile site observation and field reports:		16				\$ 2,480.00
Create and maintain a punch list		8		2		\$ 1,490.00
Site visits/meetings at appropriate stages of construction. Site review is anticipated for the following key design components						
Up to (3) Hardscape Formwork/Mockup Review		9				\$ 1,395.00
Up to (2) Finish Grading Review		6				\$ 930.00
Up to (2) Play structure visits		6				\$ 930.00
Up to (1) Furniture Installation		3				\$ 465.00
Punch List (up to 2)		6				\$ 930.00
Substantial Completion		3				\$ 465.00
Final Completion		3				\$ 465.00
Review contractor provided as-built plans and specification:		4		2		\$ 870.00
Project management and billing		8				\$ 1,240.00
Reimbursables						
Travel: (12) Roundtrip for Meetings						\$ 840.00
				Reimbursable Total		\$ 840.00
Subtotal	1	110	0	10	20	\$ 20,500.00
TOTAL (All Phases)	48	350	43	90.5	409	\$ 122,727.50
TOTAL Reimbursables (All Phases)						\$ 5,321.90

COST PROPOSAL - DETAIL

Coastland

Consultant: Coastland							
Dutch Flohr, Santa Rosa, CA							
	Project Manager Supervising Engineer	Senior Engineer	Assistant Engineer	Senior CAD Designer	Structural Review/ Senior Engineer	Constructio n Manager	Total Task
Hourly Rate	\$ 195.00	\$ 160.00	\$ 140.00	\$ 140.00	\$ 165.00	\$ 165.00	
Master Plan and Community Engagement (5 Months)							
Coordinate Survey/Data Collection/Document Review	4	6	4	4			\$ 2,860.00
Initial site walk with City staff	3	3					\$ 1,065.00
Incorporate community and city feedback into 1 revised master plan for review with City							\$ -
Coordinate the layout and requirements of a new ADA Loading space	1	2	2	4			\$ 1,355.00
Civil site walk and assessment of existing conditions	3	3					\$ 1,065.00
Develop schematic level grading and drainage plan	1	3		12			\$ 2,355.00
Develop stormwater treatment approach and preliminary sizing	1	7	2				\$ 1,595.00
Prepare preliminary cost estimate	1	1	4				\$ 915.00
Review preliminary cost estimate with City Staff and make plans adjustments as necessary	1	2					\$ 515.00
Internal project team coordination calls (assumes 4 meetings)	4	4					\$ 1,420.00
Attend up to (2) remote meetings with the city staff	2	2					\$ 710.00
Reimbursables							
Travel: (2) Roundtrip for Site Walks							\$ 11.50
Subtotal	21	33	12	20	0	0	\$ 13,855.00
	Project Manager Supervising Engineer	Senior Engineer	Assistant Engineer	Senior CAD Designer	Structural Review/ Senior Engineer	Constructio n Manager	
30% & 60% Construction Set (3 Months)							
Collaborate with Civil Engineer to advance the design for horizontal controls, grading and drainage, utilities, and vehicular and pedestrian circulation.	2	4		6			\$ 1,870.00
Coordinate with Structural Engineer to develop footing design for site furnishings					6		\$ 990.00
Prepare DD documents (in Autodesk® AutoCAD® 2017 or later software), reviewed and coordinated with other disciplines. Digital 3D modeling for design coordination shall be prepared in SketchUp®.							\$ -
Develop Temporary Erosion and Sediment Control Plan		2		4			\$ 880.00
Develop Site Demolition Plan		2		6			\$ 1,160.00
Develop Grading Plan	1	4		8			\$ 1,955.00
Develop Drainage Plan, including Stormwater Approach	1	4	2	10			\$ 2,515.00
Prepare the preliminary site-wide Stormwater Control Plan (SCP)-Initial Stormwater LID Submittal		4	2				\$ 920.00
Refine the layout and requirements of a new ADA loading space and road striping		4	2	8			\$ 2,040.00
Internal project team coordination calls (assumes 5 meetings)	5	5					\$ 1,775.00
(1) 30% Construction Set - for internal consultant coordination	1			1			\$ 335.00
(1) 60% Construction Set - for City review	1			1			\$ 335.00
Review cost estimate internally		1	4	2			\$ 1,000.00
Review cost estimate with City Staff and prepare VE Analysis	1	2					\$ 515.00
Prepare 3-part specifications for work included in construction documents.	2	2	4			2	\$ 1,600.00
Attend up to (1) in-person meetings & (1) remote meetings with the city staff	3	3					\$ 1,065.00
Reimbursables							
Travel: (1) Roundtrip for Meetings							\$ 5.75
Subtotal	17	37	14	46	6	2	\$ 18,955.00

Coastland Fee Detail Continued

Coordinate with Structural Engineer to refine footing design for site furnishings					12		\$ 1,980.00
Prepare 3-part specifications for work included in construction documents.	2	2	8			2	\$ 2,160.00
Internal project team coordination calls (assumes 6 meetings)	6	6					\$ 2,130.00
(1) 90% Construction Set - for City review & Permit	1						\$ 195.00
Prepare cost estimate		2	4	2			\$ 1,160.00
Review cost estimate with City Staff and prepare VE Analysis	1	2					\$ 515.00
(1) 100% Construction Set - for City review	1						\$ 195.00
Prepare cost estimate		1		1			\$ 300.00
Review cost estimate with City Staff	1						\$ 195.00
(1) Bid Set - for City review	1						\$ 195.00
Prepare cost estimate		1		1			\$ 300.00
Review cost estimate with City Staff	1						\$ 195.00
Attend up to (1) in-person meetings	2	2					\$ 710.00
Reimbursables							
Travel: (1) Roundtrip for Meetings							\$ 5.75
Subtotal	17	32	12	50	12	4	\$ 19,755.00
	Project Manager Supervising Engineer	Senior Engineer	Assistant Engineer	Senior CAD Designer	Structural Review/ Senior Engineer	Constructio n Manager	
Bidding Support (3 Months)							
Respond to bidder questions and prepare addenda documents as required	4	6	4	4			\$ 2,860.00
Prepare up to (2) Bid Addendum submittals	1	2	2	4			\$ 1,355.00
Subtotal	5	8	6	8	0	0	\$ 4,215.00
	Project Manager Supervising Engineer	Senior Engineer	Assistant Engineer	Senior CAD Designer	Structural Review/ Senior Engineer	Constructio n Manager	
Construction Observation (8 months)							
Participate in construction progress meeting (up to 4 remote meetings)	4	4					\$ 1,420.00
Respond to contractor's requests for information, construction change document's, and support City in review of change orders		6					\$ 960.00
Review contractor's submittals of product data and shop drawings	2	4	8				\$ 2,150.00
Site visits/meetings at appropriate stages of construction. Site review is anticipated for the following key design components							\$ -
Up to (2) Finish Grading Review	2	4					\$ 1,030.00
Punch List (up to 2)	2	4					\$ 1,030.00
Substantial Completion	2						\$ 390.00
Final Completion	2						\$ 390.00
Reimbursables							
Travel: (6) Roundtrip for Meetings							\$ 34.50
Subtotal	14	22	8	0	0	0	\$ 7,370.00
TOTAL (All Phases)	\$ 74.00	\$ 132.00	\$ 52.00	\$ 124.00	\$ 18.00	\$ 6.00	\$ 64,150.00
TOTAL Reimbursables (All Phases)							\$ 57.50

Addendum #1



February 25, 2020

ALL PROSPECTIVE BIDDERS

ADDENDUM 1- RFP 153741 – Landscape and Architectural Design and Engineering Service for Dutch Flohr Neighborhood Park

Notice is hereby given that certain sections contained in the above-referenced Request for Proposal are being amended, clarified and/or deleted and are identified as Addendum No. 1 and attached hereto.

THEREFORE: All bidders are required to note this Addendum No. 1, and are required to sign this Addendum and shall submit this Addendum with the bid.

Should you have any questions, please feel free to contact me at 707-543-3708.

Tracy Vera

Tracy Vera
Buyer

Addendum #1 (continued)

**CITY OF SANTA ROSA
REQUEST FOR QUOTES**

CONTINUATION SHEET	BID NO. 153741	Page 1 of 1
NAME OF BIDDER:		

Addendum No. 1

The following items were questioned and are amended, clarified and/or deleted as follows. Please forward this information to all bidding contractors.

Q. SITE VISIT: The "Bid Information" tab suggests that the pre-bid is not mandatory, but the RFP states the is is mandatory. I'm inclined to go with the RFP, but can you clarify?

A. The Pre-bid meeting IS mandatory. The "bid Information" tab has been corrected.


Q. BUDGET: I do not see any budget mentioned in the RFP, attachments, or current CIP. Is there a known budget that you can share with us?

A. The estimated budget is ~~\$5,000~~ Budget amount assumed to be a placeholder per addendum #5

"The undersigned offers and agrees, if this addendum is accepted, to furnish any or all of the items upon which prices are offered at the price set opposite each item."

NO. 1

DATED: February 25, 2020

COMPANY NAME:	<u>Plural</u>
COMPANY ADDRESS:	<u>2742 17th Street, San Francisco, CA 94110</u>
REPRESENTATIVE'S NAME:	<u>Haley Waterson</u>
SIGNATURE:	<u></u>
DATE:	<u>5.21.2020</u>

Addendum #2**CITY OF SANTA ROSA
REQUEST FOR PROPOSALS**

	RFP NO. RFP 153741	Addendum 2
NAME OF BIDDER:		



March 16, 2020

ALL PROSPECTIVE RESPONDENTS

**ADDENDUM 2 - RFP 153741 – Landscape and Architectural Design
and Engineering Service for Dutch Flohr Neighborhood Park**

Notice is hereby given that the dates on the Proposed Schedule have been changed,

THEREFORE: All respondents are required to note this Addendum No. 2 and **are required** to sign this Addendum and shall submit this Addendum with the sealed proposal. Addendums submitted separately from the sealed proposal will be opened with the sealed proposal at the date and time specified in the Request For Proposals.

Respondents must go to PlanetBids to electronically view and download this addendum, as well as the RFP document and attachments (if applicable).

Should you have any questions, please feel free to contact me at 707-543-3708.

Tracy Vera

Tracy Vera
Buyer

Addendum #2 (continued)

**CITY OF SANTA ROSA
REQUEST FOR PROPOSALS**

	RFP NO. RFP 153741	Addendum 2
NAME OF BIDDER:		

RFP Schedule - REVISED:

Inquiries or questions due via PlanetBids by April 23, 2020 at 2:00 pm. Proposals due May 6, 2020 by 2:00. The dates for Proposal Evaluation, Contractor Interviews, Agreement Document Process and Council Approval are to be determined.

- Final Inquiries or Questions via PlanetBids April 23, 2020 by 2:00 pm PST
- Proposals Due May 6, 2020 by 2:00 pm PST
- Proposal Evaluation Completed TBD
- Contractor Interviews (if applicable) TBD
- Agreement Document Processing TBD
- Council Approval (approximate dates) TBD


NO: 2

DATED: March 16, 2020

COMPANY NAME: Plural

COMPANY ADDRESS: 2742 17th Street, San Francisco, CA 94110

REPRESENTATIVE'S NAME: Haley Waterson

SIGNATURE: 

DATE: 5.21.2020

Addendum #3**CITY OF SANTA ROSA
REQUEST FOR PROPOSALS**

	RFP NO. RFP 153741	Addendum 3
NAME OF BIDDER:		



April 6, 2020

ALL PROSPECTIVE RESPONDENTS

**ADDENDUM 3 - RFP 153741 – Landscape and Architectural Design
and Engineering Service for Dutch Flohr Neighborhood Park**

Notice is hereby given that the dates on the Proposed Schedule have been changed,

THEREFORE: All respondents are required to note this Addendum No. 3 and **are required** to sign this Addendum and shall submit this Addendum with the sealed proposal. Addendums submitted separately from the sealed proposal will be opened with the sealed proposal at the date and time specified in the Request For Proposals.

Respondents must go to PlanetBids to electronically view and download this addendum, as well as the RFP document and attachments (if applicable).

Should you have any questions, please feel free to contact me at 707-543-3708.

Tracy Vera

Tracy Vera
Buyer

Addendum #3 (continued)

**CITY OF SANTA ROSA
REQUEST FOR PROPOSALS**

	RFP NO. RFP 153741	Addendum 3
NAME OF BIDDER:		

RFP Schedule - REVISED:

Inquiries or questions due via PlanetBids by May 14, 2020 at 2:00 pm. Proposals due May 21, 2020 by 2:00. The dates for Proposal Evaluation, Contractor Interviews, Agreement Document Process and Council Approval are to be determined.

- Final Inquiries or Questions via PlanetBids May 14, 2020 by 2:00 pm PST
- Proposals Due May 21, 2020 by 2:00 pm PST
- Proposal Evaluation Completed TBD
- Contractor Interviews (if applicable) TBD
- Agreement Document Processing TBD
- Council Approval (approximate dates) TBD


NO: 3

DATED: April 6, 2020

COMPANY NAME: Plural

COMPANY ADDRESS: 2742 17th Street, San Francisco, CA 94110

REPRESENTATIVE'S NAME: Haley Waterson

SIGNATURE: 

DATE: 5.21.2020

Addendum #4

**CITY OF SANTA ROSA
REQUEST FOR PROPOSALS**

	RFP NO. RFP 153741	Addendum 4
NAME OF BIDDER:		



April 22, 2020

ALL PROSPECTIVE RESPONDENTS

ADDENDUM 4 - RFP 153741 – Landscape and Architectural Design and Engineering Service for Dutch Flohr Neighborhood Park

Notice is hereby given that the Proposal Submission Requirements and Delivery of Proposal Sections have changed.

THEREFORE: All respondents are required to note this Addendum No. 4 and **are required** to sign this Addendum and shall submit this Addendum with the sealed proposal. Addendums submitted separately from the sealed proposal will be opened with the sealed proposal at the date and time specified in the Request for Proposals.

Respondents must go to PlanetBids to electronically view and download this addendum, as well as the RFP document and attachments (if applicable).

Should you have any questions, please feel free to contact me at 707-543-3708.

Tracy Vera

Tracy Vera
Buyer

Addendum #4 (continued)

**CITY OF SANTA ROSA
REQUEST FOR PROPOSALS**

	RFP NO. RFP 153741	Addendum 4
NAME OF BIDDER:		

Proposal Submission Requirements

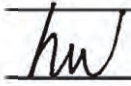
To be considered, the proposal and the cost proposal must be submitted by electronic bidding and uploading the following to PlanetBids by the due date AND time and proposals must include the following: One (1) signed text searchable PDF file proposal document and one (1) cost proposal PDF document.

Delivery of Proposals

Electronic proposals must be submitted via PlanetBids and be received no later than **May 21, 2020 by 2:00pm PST**. The Consultant submitting the proposal is responsible for the means of delivering the Proposals via PlanetBids and in accordance to the established deadline. Delays for any reason will be the responsibility of the Consultant submitting the Proposal. Proposals must be completed and delivered in sufficient time to avoid disqualification for lateness due to difficulties in delivery. Late Proposal documents will not be accepted under any circumstances.

NO: 4

DATED: April 22, 2020

COMPANY NAME:	<u>Plural</u>
COMPANY ADDRESS:	<u>2742 17th Street, San Francisco, CA 94110</u>
REPRESENTATIVE'S NAME:	<u>Haley Waterson</u>
SIGNATURE:	<u></u>
DATE:	<u>5.21.2020</u>

Addendum #5**CITY OF SANTA ROSA
REQUEST FOR PROPOSALS**

	RFP NO. RFP 153741	Addendum 5
NAME OF BIDDER:		



May 12, 2020

ALL PROSPECTIVE RESPONDENTS

**ADDENDUM 5 - RFP 153741 – Landscape and Architectural Design
and Engineering Service for Dutch Flohr Neighborhood Park**

Notice is hereby given that Q&A set 2 responses have been released.

THEREFORE: All respondents are required to note this Addendum No. 5 and **are required** to sign this Addendum and shall submit this Addendum with the sealed proposal. Addendums submitted separately from the sealed proposal will be opened with the sealed proposal at the date and time specified in the Request for Proposals.

Respondents must go to PlanetBids to electronically view and download this addendum, as well as the RFP document and attachments (if applicable).

Should you have any questions, please feel free to contact me at 707-543-3708.

Tracy Vera

Tracy Vera
Buyer

Addendum #5 (continued)

CITY OF SANTA ROSA REQUEST FOR PROPOSALS

	RFP NO. RFP 153741	Addendum 5
NAME OF BIDDER:		

Q&A Responses

Q. The budget number for design fees in Set 1.2 states \$5,000 estimate, this will not be enough for a new site survey or allowance for full design services and public input. What is the project construction budget?

A. The funds for this project are from the Zone 1 Park Development Impact fees and not the General Fund. The city did not produce an estimate. The \$300,000 mentioned at the site visit is a reference to the current funds in the project and it will be modified as needed.

Q. Can you please confirm the budget value. The response indicated is \$5,000. do you mean \$5 million?

A. The funds for this project are from the Zone 1 Park Development Impact fees and not the General Fund. The city did not produce an estimate. The \$300,000 mentioned at the site visit is a reference to the current funds in the project and it will be modified as needed.

Q. Given the COVID-19 pandemic, do you still require (1) wet signed copy of the proposal or can all proposals have digital signatures?

A PDF or digital signature is acceptable

Q. Is the consultant to provide a topographic survey?

A. It is the consultant's responsibility to know if they would need a topographic survey given the nature of the project and required deliverables. It may also be an "optional" item in the proposal and must be shown in the cost estimate if included.

Q. Does the City have a preferred playground/exercise equipment provider that you want us to use?

A. No, however, the city requires that the playground equipment be of a high quality, a proven manufacturer of equipment in good standing for more than 10 years is designed and for use in an outdoor public environment. The city will require options from manufactures to consider best options for final plan set.

Q. Are the project boundaries the same as shown in the original improvement plans (RFP Attachment 4)?

A. The original improvement plans shown in Attachment 4 appear to be correct, but it is the consultant's responsibility to verify the boundaries. The park assessor's parcel numbers 036-670-044 and 036-482-012. Completion of the plan set may require coordination with the Santa Rosa School District property at assessor's parcel number 036-151-063.

Q. Is there a geotech report available?

A. The city is not providing a Geotech report. If the consultant considers this necessary to provide the project, then it should be included.

Q. Can you clarify the project budget (\$5,000?) as stated in Addendum #1? At the pre-proposal meeting a budget of \$300,000 was mentioned.

A. The funds for this project are from the Zone 1 Park Development Impact fees and not the General Fund. The city did not produce an estimate. The \$300,000 mentioned at the site visit is a reference to the current funds in the project and it will be modified as needed.

Q. The schedule on page 2 of the RFP shows a 30% construction document submittal, but the scope of work on page 10 indicates that the first construction documents submittal is 60%. We would agree that a 30% submittal for this project is not necessary. Please confirm that it is your intent to not have a 30% submittal.

A. The request for 30% plans is incorrect on page 2. For construction plans only 60%, 90%, 100% and bid

Addendum #5 (continued)

CITY OF SANTA ROSA REQUEST FOR PROPOSALS

	RFP NO. RFP 153741	Addendum 5
NAME OF BIDDER:		

set plans are required.

Q. Please confirm if we are supposed to include a 10% contingency cost in our fee proposal. (page 5, Cost Proposal)

A. Yes, the 10% contingency must be added to your total fees, including anything optional.

Q. Do you know if this site has expansive soils?

A. The city has no information regarding the soil type. It is the consultant's responsibility to provide analysis of the soil as needed to complete the plan set and project.

Q. In the RFP, Addendum #1, and on PlanetBids, you list the budget as \$5,000. Based on our attendance at the Pre-Proposal meeting, a statement was made that there is approximately \$300,000 for this project. Can you please clarify the total budget available for this project.

A. The funds for this project are from the Zone 1 Park Development Impact fees and not the General Fund. The city did not produce an estimate. The \$300,000 mentioned at the site visit is a reference to the current funds in the project and it will be modified as needed.

Q. Does the City still expect Council approval of the agreement with the project Consultant by August 3, 2020, as described on page 2 of the RFP? If not, what is the expected start date for the project?

A. The dates in the RFP describing the projected time-lines showing that a final Agreement may move forward to City Council for approval are estimates. Due to delays related to the Sonoma County Health Orders related to COVID-19, it is likely that the future Council date will be scheduled between August 3, 2020 and September 8, 2020.

Q. The "expected project schedule" given on page 2 of the RFP says the Project Conceptual Plans should be complete 2 months following the executed Agreement. Please clarify if this means that the final Master Plan should have been completed and approved by the City Council in this period.

A. This time-line does not include the time necessary for Council approval. Only the Master Plan graphic should be complete or nearing 95% completion and ready to be placed on the City Council Agenda for approval. Note, city staff scheduling for a City Council date is a minimum of 30-day review period. Construction plans may be started while pending master plan approval at Council but may not be advanced beyond 60% until after City Council approval of the master plan graphic. If your schedule will vary from this planned schedule, note this in the work plan portion of your proposal and provide information describing change.

Q. Page 5 of the RFP mentions that the City will prepare CEQA compliance documents concurrently with the Consultant's design work. Does the City anticipate requiring any work by the Consultant in coordination with the City's CEQA work?

A. The consultant is not required to provide assistance for CEQA compliance.

Q. The RFP mentions (page 5 and 7) the need to address issues of poor drainage and standing water near paths and the younger children's play area, but at the pre-proposal site walk City staff suggested that those issues were caused by broken irrigation, now fixed. Please clarify whether the drainage issues mentioned in the RFP still exist.

A. During a staff site visit it was noticed that ponding was occurring on the pathway adjacent to a playground. In this isolated location noticed by city staff, ponding may be caused by irrigation leaks. However, it is the consultant's responsibility overall to determine and correct any grading and drainage issues that will lead to ponding on a pathway in any area proposed for improvement or demolition as part

Addendum #5 (continued)

**CITY OF SANTA ROSA
REQUEST FOR PROPOSALS**

	RFP NO. RFP 153741	Addendum 5
NAME OF BIDDER:		

of the project.

Q. Page 9 of the RFP asks for “a price list for production of other graphics and information regarding the details of the Master Plan as requested by the City.” Is this a request for the price of reproducing graphics and information already prepared for the Master Plan, or is it a request for the price of the additional work that would be required to create, prepare, and produce additional graphics and information (not already included in the Master Plan work)?

A. The cost estimate should identify the reproduction or other miscellaneous copy costs that are necessary for completion of the project deliverables. The price list will allow the city to understand the unit costs associated with copy/graphic reproduction related to the deliverables requested by the city in the RFP and any cost per unit or similar of prints or copies the city may request in addition as the project moves forward.

Q. The list of design services on page 10 of the RFP includes the following requirement: “The Consultant will purchase the playground and fitness equipment plan set from the manufacturer and incorporate into main plan set; or take on the engineering responsibilities for the structural integrity of the equipment specified, in lieu of purchasing plan sets.” Will the City require structural engineering plans for the play and fitness equipment?

A. Clarifying the Consultant will specify as part of their plan set the equipment from the playground and fitness manufacturer, including structural or will provide their own structural engineering required for plan review approval of the bid set. Typically, the city’s Building Permit Section will require stamped structural plans and/or specifications for the footings of play equipment and may require for fitness equipment. It is the responsibility of the Consultant to determine and provide necessary plan and specifications for the permit set approval required by the city’s building section. (The city’s building permit section can be reached at 707-543-3200 or <https://srcity.org/265/Building-Permits>.) Also, clarifying the consultant will not purchase the plan set.

Q. Are irrigation as-builts available for Dutch Flohr Park?

A. The city only has existing plans as provided in Attachment 4 of the RFP.

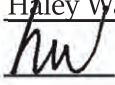
NO: 5

DATED: May 12, 2020

COMPANY NAME: Plural

COMPANY ADDRESS: 2742 17th Street, San Francisco, CA 94110

REPRESENTATIVE’S NAME: Haley Waterson

SIGNATURE: 

DATE: 5.21.2020

Addendum #6

**CITY OF SANTA ROSA
REQUEST FOR PROPOSALS**

	RFP NO. RFP 153741	Addendum 6
NAME OF BIDDER:		



May 18, 2020

ALL PROSPECTIVE RESPONDENTS

ADDENDUM 6 - RFP 153741 – Landscape and Architectural Design and Engineering Service for Dutch Flohr Neighborhood Park

Notice is hereby given that Q&A set 3 responses have been released.

THEREFORE: All respondents are required to note this Addendum No. 6 and **are required** to sign this Addendum and shall submit this Addendum with the sealed proposal. Addendums submitted separately from the sealed proposal will be opened with the sealed proposal at the date and time specified in the Request for Proposals.

Respondents must go to PlanetBids to electronically view and download this addendum, as well as the RFP document and attachments (if applicable).

Should you have any questions, please feel free to contact me at 707-543-3708.

Tracy Vera

Tracy Vera
Buyer

Addendum #6 (continued)**CITY OF SANTA ROSA
REQUEST FOR PROPOSALS**

	RFP NO. RFP 153741	Addendum 6
NAME OF BIDDER:		


Q&A Set 3 Responses

Q. How do we indicate our PDF document is two sided if our submittal is over the 23 page limit?

A. It is not necessary to document if your PDF is double sided. If the city has any questions about the proposal, we will follow up.

NO: 6

DATED: May 18, 2020

COMPANY NAME:	Plural
COMPANY ADDRESS:	2742 17th Street, San Francisco, CA 94110
REPRESENTATIVE'S NAME:	Haley Waterson
SIGNATURE:	
DATE:	5.21.2020








Plural PSA partially signed

Final Audit Report

2020-09-14

Created:	2020-09-08
By:	Mary Lou Nicholls (mnicholls@srcity.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAAd0l8iV6Pqod97glhJ7pryHDCIU00SITW

"Plural PSA partially signed" History

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