

**CITY OF SANTA ROSA  
PROFESSIONAL SERVICES AGREEMENT  
WITH DESIGN WORKSHOP, INC.  
AGREEMENT NUMBER \_\_\_\_\_**

This "Agreement" is made as of this \_\_\_\_ day of \_\_\_\_\_, 2017, by and between the City of Santa Rosa, a municipal corporation ("City"), and Design Workshop, Inc., a Colorado Corporation ("Consultant").

**RECITALS**

A. City desires to prepare a Master Plan, 30% design and engineering for the of the site, and 100% design and engineering plans for the two northern section of Roseland Creek Community Park and.

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"), including optional services for marketing and outreach. 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 one hundred eight-seven thousand, seven-hundred ninety-four and no cents (\$187,794.00). The City's Chief Financial Officer is authorized to pay all proper claims from Charge Number 09701.

### **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  
Recreation and Parks Department  
55 Stony Point Road  
Santa Rosa, CA 95401  
1-707-543-3781  
jsantos@srcity.org

Consultant Representative:

Steve Noll, Principal  
Design Workshop  
128 Market Street, Suite 3E  
Stateline, NV 89449  
1-775-588-5929  
snoll@designworkshop.com

## **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 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 June 30, 2018.

**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, photostating, 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](http://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 Colorado 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.

Executed as of the day and year first above stated.

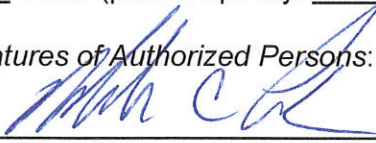
**CONSULTANT:**

Name of Firm: Design Workshop, Inc.

TYPE OF BUSINESS ENTITY (check one):

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

Signatures of Authorized Persons:

By: 

Print Name: MARK FELDMANN

Title: Corporate Secretary

By: \_\_\_\_\_

Print Name:

Title:

City of Santa Rosa Business Tax Cert. No.  
Acct: KX7FJGBS Conf: CIOAAK2VTX

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

**CITY OF SANTA ROSA**  
a Municipal Corporation

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

APPROVED AS TO FORM:

\_\_\_\_\_  
Office of the City Attorney

ATTEST:

\_\_\_\_\_  
City Clerk

Executed as of the day and year first above stated.


**CONSULTANT:**

Name of Firm: Design Workshop, Inc.

TYPE OF BUSINESS ENTITY (*check one*):

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

Signatures of Authorized Persons:

By:   
 Print Name: KURT CULBERTSON  
 Title: CHAIRMAN/CEO

By: \_\_\_\_\_

Print Name:

Title:

City of Santa Rosa Business Tax Cert. No.  
Acct: KX7FJGBS Conf: CIOAAK2VTX

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

**CITY OF SANTA ROSA**  
a Municipal Corporation

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

APPROVED AS TO FORM:

  
 Office of the City Attorney

ATTEST:

\_\_\_\_\_  
City Clerk

LANDSCAPE ARCHITECTURAL  
DESIGN SERVICES FOR ROSELAND  
CREEK COMMUNITY PARK



Wimberly Blue Hole Regional Park — Wimberly, TX

DESIGNWORKSHOP

Design Workshop, Inc.

February 17, 2016

Ms. Elene James  
City of Santa Rosa Recreation and Parks Department  
Roseland Creek Community Park RFP Committee  
55 Stony Point Road Santa Rosa, CA 95401

Re: Request for Proposal for Roseland Creek Community Park

Dear Elene

designworkshop.com

Roseland Community Park is situated in one of Santa Rosa's higher density neighborhoods yet has remained primarily undeveloped. With Roseland Creek bisecting the four parcel property and with an overlay of the natural oak woodland area adjacent to the creek, this park has the unique opportunity to provide residents with a natural experience within a relative urban setting. While there are areas for active recreation, the natural site features along with the 5% impervious surface limitation will allow the park to retain the natural quality.

Since this project includes master planning and 30% plans for the entire site and 100% construction documents for the northern two parcels, preparing a phasing plan that understands the full build out while constructing the first portion will be something our design team will evaluate throughout the process. This includes regular cost estimate updates to align the phase one program, permitting and mitigation requirements and understanding the maintenance and operations expenses. Our team has the knowledge and experience to address this challenge.

Design Workshop is a landscape architectural firm with offices throughout the country providing a wide range of services including community and recreation planning, and full design services. Our office in South Lake Tahoe primarily works with public agencies and private land owners in the area of recreation and enhancing the communities in which they live, work and play. We understand that the master plan provided in the Request for Proposal (RFP) reflects the results of previous community engagement efforts. Our role will be to work closely with the City and the consultant hired to complete the CEQA documents and refine the master plan and provide 30% through 100% construction documents. As prime consultant Design Workshop will lead the master plan and construction document process, design of all recreation facilities illustrated on the master plan concept and overall project management. We have teamed up with BKF Engineering who will lead the land surveying and engineering aspects of the project and is well familiar with the area and working with the City. To assist our team with assessment of the creek and protection methods and plant selection we have included Resource Design, a local landscape architectural firm in Santa Rosa. Mark Bowers, is also a certified arborist with field experience in tree preservation and mitigation measures and will also assist when needed to be our local contact person. Our team brings the skills, knowledge and experience to provide exceptional design services and produce the final products described in the RFP. Specifically our team:

- Has a solid history and working relationship with several Parks and Recreation departments throughout northern California and Nevada Cities;
- Has worked primarily in smaller communities and understands the social and economic conditions and challenges with funding, maintenance and operations for public recreation facilities;
- Has extensive knowledge and experience in master planning, site design and implementation of similar park and recreation facilities, particularly within sensitive environments.
- Are leaders in sustainability and low impact development;
- Brings both the local knowledge as well as the regional and national experience to this project.

We feel confident our collective design team will provide the quality and expertise needed for a great project. We thank you for your consideration of our team's proposal and look forward to the opportunity to assist with this important park for the Santa Rosa community.

Sincerely,



Steve Noll, PIC  
Design Workshop

# PRIMARY FIRM DESIGN WORKSHOP



These early assignments were the chance to marry the idealism of academia with development realities and to begin a small professional practice. A few years later Don and Joe relocated the fledgling firm to Aspen and quickly earned a reputation for solving the complex problems found in fragile ecosystems and development challenges of the western landscape.

Over the last 40+ years we've had the opportunity to expand the breadth and sophistication of our firm. Our experience ranges from master plans for counties, planned communities, urban centers and resorts, to detailed design for public parks, residences and roadways. We have continuously honed the collaborative dynamics of the workshops and the pursuit of the ideas and ideals that result in the best solutions for every assignment. This approach remains the hallmark of our firm.

## TAHOE OFFICE

The Design Workshop office in South Lake Tahoe was established in 1997. Our team includes landscape architects, environmental planners, project specialists and accredited public facilitators. Since opening, the Tahoe office has led the design and planning for numerous recreational plans and park projects throughout northern California and Nevada. Our understanding of the local and regional issues and political climate is evident in our successful completion of numerous complex processes and projects in the northern California region.

## OUR SERVICES

Our range of services is comprehensive, embracing all of the key disciplines necessary for our planning and design assignments. We also offer capabilities in areas of specialization that provide expanded ease and value for our clientele.

- Landscape Architecture
- Land Planning
- Urban Design
- Corridor Planning
- Strategic Services
- Planning Management
- Development Strategies
- Wayfinding
- Communication
- LEED® Compliance

## FIRM OFFICES

- Asheville
- Aspen
- Austin
- Chicago
- Denver
- Dubai
- Houston
- Lake Tahoe
- Los Angeles
- Shanghai

## YEARS IN BUSINESS

Design Workshop has been in operation for 45 years as a corporation

## PRINCIPAL OFFICE

Lake Tahoe Office  
128 Market Street, Suite 3E  
PO Box 5666  
Stateline, Nevada 89449



## Total Professionals

- Landscape Architects
- Planners
- Designers

8  
5  
3  
2

## Landscape Architecture License

Steve Noll - California #3300, Nevada #510  
Stephanie Grigsby - California # 4801  
Eric Roverud - California #5518  
Benjamin Fish - California #4926, Connecticut #967

## LEED Design

Stephanie Grigsby - GA  
Eric Roverud - AP  
Benjamin Fish - AP  
Alison Cotey - GA

## American Institute of Certified Planners

Stephanie Grigsby  
Steve Noll  
Eric Roverud

## Construction Document Technology

Stephanie Grigsby  
Eric Roverud  
Benjamin Fish  
Alison Cotey

## SUBCONSULTANT BKF

BKF Engineers (BKF) provides civil engineering, land surveying, and land planning services for government agencies, institutions, developers, architects, contractors, school districts, and corporations. We combine years of experience in diverse markets with new and innovative approaches to problem solving.

BKF designs park projects all across the San Francisco and North Bay Area working closely with local agencies and architects to preserve and enhance the communities open space network. Currently, BKF has an active On-Call Services Agreement with the Sonoma County Regional Parks Department and the City of Santa Rosa to provide land surveying and civil engineering services. BKF's knowledge of the various Sonoma County Agencies and processes, and established professional relationships will bring local perspective and insight in the success of this project.



## ENGINEERS / SURVEYORS / PLANNERS

### PRINCIPAL OFFICE

200 4th St  
Santa Rosa, CA 95401

### FIRM OFFICES

Redwood City  
San Jose  
Walnut Creek  
Pleasanton  
Sacramento  
**Santa Rosa**  
Richmond  
Irvine  
Oakland  
San Francisco

### SERVICES

Civil Engineering  
Land Planning  
Land Surveying  
3D Modeling  
Water Resources  
Sustainable Design  
Transportation  
Entitlement Support  
Specialty Services

## SUBCONSULTANT RESOURCE DESIGN

Resource Design has the experience to create an environment sensitive to user needs, budgets, on and off site development impacts, maintenance and long-term operational costs.

If you have a project, whether residential, commercial or environmental we would like to help you develop a vision and see it into built form. From conceptual master planning to final detailing, our services encompass the full spectrum of project planning.

We also provide a challenging employment opportunity for individuals who are creatively motivated and desire to expand the profession of Landscape Architecture.

### PRINCIPAL OFFICE

835 Piner Road, Suite E  
Santa Rosa, CA 95403  
[707] 526-5009  
Mark@Resource-Design.com

### SERVICES

Site Analysis: Economic, Ecological, Political  
Conceptual Master Planning  
Schematic Design & Alternatives  
Revegetation & Restoration Planning  
Wetlands Preservation  
Water Use Efficiency & Sustainable Design  
Public Agency Review & Approval  
Construction Documentation  
Technical Specifications  
Cost Analysis, Estimation & Bidding  
Construction Administration

## STAFF RESOURCES | DESIGN WORKSHOP

### STEVE NOLL, ASLA, AICP



Steve Noll has been practicing landscape architecture and land planning since graduating from California Polytechnic San Luis Obispo, California in 1983. Steve's first 14 years of practice were spent in San Francisco developing awareness of the physical and social aspects important for "great" urban spaces. The nationally and internationally successful projects Steve has been involved with reflect his understanding of these aspects. In 1997, Steve moved to South Lake Tahoe to open and oversee the development of the office. As Principal of the Tahoe office, Steve has been fortunate to be involved with several land planning, redevelopment projects and resort master plans that have reshaped and helped define the surrounding communities.

Because of the strict regulatory environment and difficult economic challenges associated with many of his projects, Steve has developed the respect and trust of public agencies while navigating his clients through the complex permitting and implementation process. In addition, he is involved with many community-based organizations where he provides guidance in areas of mixed-use planning, recreation and design planning, community design, and main street improvement plans.

#### EDUCATION

Bachelor of Science,  
Landscape Architecture,  
California Polytechnic State  
University

Study Abroad, European  
Gardens, Ecole des Deux Arts,  
Fontainebleau, France

#### PROFESSIONAL LICENSURE

Registered Landscape  
Architect: Nevada #510,  
California #3300

Council of Landscape  
Architectural Regulatory  
Boards (CLARB), #1153

#### PROFESSIONAL AFFILIATIONS

South Shore Lake Tahoe  
Chamber of Commerce Chair  
Elect

American Society of Landscape  
Architects California Chapter

National Ski Area Association  
(NSAA) National level

Urban Land Institute (ULI)  
Associate Member

Sierra Business Council Board  
Member, Truckee, California

South Shore Lake Tahoe  
Recreation Master Plan  
Steering Committee

#### SELECTED PROJECT EXPERIENCE

Pinecrest Day Use Area Facility Improvements — Pinecrest, California

South Lake Tahoe Community Fields — South Lake Tahoe, California

Cornerstone Park — Henderson, Nevada

Cadence Central Park — Henderson, Nevada

Vista Park at Sacramento Railyards — Sacramento, California

Regan Beach Park — South Lake Tahoe, California

Trials End Park — Mammoth Lakes, California

Tahoe Fish Hatchery Historic Preservation — Tahoe City, California

Heritage Park — Henderson, Nevada

Johnson Lane Regional Park Master Plan — Minden, Nevada

Topaz Lake Recreation Master Plan — Topaz, Nevada

Van Sickle Bi-State Park Master Plan — South Lake Tahoe, California and Stateline,



# STATE PLANNING DESIGN WORKSHOP

## ERIC ROVERUD, PLA, AICP, CDT, LEED AP



Eric Roverud, an Associate in Design Workshop's Tahoe office, has over 10 years of experience managing and implementing award winning planning and landscape architecture projects. Eric's approach to design combines his knowledge natural systems with an understanding of the physical and technical aspects of place-making. His holistic understanding of how we live and interact with the world around us has led to the creation of landscapes and public spaces which both fit and enhance the inherent quality of the place. Eric's strengths lie in his understanding of the design process from the conceptualization phase through implementation, and from his breadth of project experience. Whether solving site scale design challenges or formulating county-wide aspirational plans, his diverse skill set and ability to communicate effectively with clients and consultant teams makes him a valuable team member in the design process.

### EDUCATION

Masters of Landscape  
Architecture, University of  
Minnesota

BA, Biology, St. Olaf College

### LICENSURE/ CERTIFICATION

Registered Landscape  
Architect, State of California,  
LA #5518

American Institute of Certified  
Planners

LEED® Accredited Professional

CDT (Construction  
Documentation Technologist)

### PROFESSIONAL AFFILIATIONS

American Society of Landscape  
Architects  
(Member # 1145511)

American Planning Association  
(Member # 290700)

### HONORS AND AWARDS

2012: ASLA, Nevada Chapter  
Project of the Year Nevada,  
South Shore Vision Plan

2005, 2006, 2007: ASLA, Nevada  
Chapter  
Project of the Year Nevada,  
NDOT Landscape and  
Aesthetics Corridor Plans

### SELECTED PROJECT EXPERIENCE

Fort Ord Dunes State Park — Monterey County, California

Calveras Big Trees Conceptual Study, Calaveras, California

El Dorado County Community Playfields, South Lake Tahoe, California

Pinecrest Recreation Improvements - Pinecrest, CA

Trails End Park, Mammoth Lakes, California

Round Hill Pines Resort — Zephyr Cove, Nevada

Tri-Dam Campground and Facilities — Beardsley, CA

South Shore Vision Plan - Lake Tahoe, CA/NV

The Chateau at Heavenly Village — South Lake Tahoe, CA

Valley Vision — Douglas County, NV

# DESIGN WORKSHOP

## ALISON COTEY, LEED GA, ASLA



Alison is an urban designer and landscape designer who joined the Design Workshop Tahoe office in 2012. With seven years prior professional experience, she is driven from the belief that designers have the responsibility to influence the dynamic between space and people as a way of creating better places for everyday life. Alison has Bachelors of Arts in Landscape Architecture with a concentration in planning from The University of Illinois and Masters in Urban Design from the University of Colorado -Denver. She loves to better understand the places we live through travel, studying how cultural patterns influence design in social spaces of Spain with the Ryerson Fellowship and participating in international urban design studio in Nanjing. She is actively involved in the community as the secretary for Nevada ASLA.

Her broad understanding of place, from planning scale to detailed design, allows her the capacity to creatively problem solve while maintaining the vision and integrity of projects. Utilizing skills ranging from large scale master planning to detailed site design, she is well versed in illustrative graphics, construction documentation, and project management. She strives to enhance the vitality of place through the advancement of healthy living and uniting communities in every project. Her passion for planning and project management was recently noted for her work on the Cadence Community Master Plan which won Project of the Year for Nevada ASLA.

### EDUCATION

Bachelor of Arts, Landscape Architecture, The University of Illinois - Champaign, 2004

Masters of Urban Design, The University of Colorado - Denver, 2012

### PROFESSIONAL LICENSURE

Certified Construction Document Technologist (CDT)

LEED GA

### PROFESSIONAL AFFILIATIONS

American Society of Landscape Architects (ASLA) - Secretary Nevada Chapter

Tahoe Regional Young Professionals

### HONORS/AWARDS

2014: ASLA Nevada Merit Award - Campus Planning, UNR Mid-District Plan

2010: ASLA Colorado, Merit Award - Ball Field Design, Infinity Park

2006: Parade of Homes Landscape Design Award

2004: Ryerson Travelling Fellowship

2004: Chalet Nursery Award for Design in Landscape

### SELECTED PROJECT EXPERIENCE

Cadence Central Park — Henderson, Nevada

Vista Park at Sacramento Railyards — Sacramento, California

Regan Beach Park — South Lake Tahoe, California

South Lake Tahoe Outdoor Event Venue — South Lake Tahoe, California

Pinecrest Day Use Area Facility Improvements — Pinecrest, California

Fort Ord Dunes State Park Day-Use & Beach Access — Monterey, California

Heavenly Adventure Peak — Lake Tahoe, California & Nevada

UNR Mid-campus Master Plan — Reno, Nevada

Harrison Avenue Improvement Project — South Lake Tahoe, California

Kings Beach Community Vision Plan — Kings Beach, California

## STAFF RESUMES DESIGN WORKSHOP

### GINA MONTECALLO, CDT, ASLA



#### EDUCATION

Pennsylvania State University,  
Bachelor of Landscape  
Architecture, 2013

Akademie Fur Internationale  
Bildung, Germany, Semester  
Abroad in Sustainable Design,  
2012

#### PROFESSIONAL LICENSURE

Certified Construction  
Document Technologist (CDT)

Gina Montecallo, a Landscape Designer in Design Workshop's Tahoe office, joined the firm in the summer of 2013 after graduating from Pennsylvania State University in the spring of 2013 with a bachelor degree in Landscape Architecture, as well as a double minor in Geography and Environmental Inquiry. While at Penn State, Gina was able to extend her experience beyond the classroom through volunteer opportunities and internships. Her experiences included volunteering as an AmeriCorps member with Southwest Conservation Corps, spending a semester studying sustainable urban design in Germany, and participating as a research assistant for a pilot project involving conservation and eco-tourism in the Peruvian Amazon. Drawing on these experiences collectively has given her the opportunity to apply her design skills and knowledge in an unconventional arena.

While at Design Workshop Gina has been able to apply her technical and design skill sets to a number of transportation-related projects in the Tahoe office. Gina's strengths lie in her collaborative spirit and attention to detail, which contribute to designs that are contextually relevant and responsive. She is an active participant in the larger professional community involvement in local organizations such as the Tahoe Regional Young Professionals and the Sierra ALSA Emerging Professionals Group.

#### SELECTED PROJECT EXPERIENCE

Meeks Bay Resort Design Assessment — Meeks Bay, California

Regan Beach Park — South Lake Tahoe, California

Mansfield Dam Low Water Crossing Program Study — Austin, Texas

Fort Ord Dunes State Park Day-Use & Beach Access — Monterey, California

Whisler Wilson Ranch Camping Feasibility Study — Monterey County, California

## STAFF RESUMES RESOURCE DESIGN

### MARK W. BOWERS, ASLA, PLA



#### EDUCATION

Bachelor of Landscape  
Architecture, California State  
Polytechnic University, San  
Luis Obispo, 1984

Mark W. Bowers began private practice in 1988 and in 1991 founded Resource Design with a commitment to offer his clients high quality and detail oriented design solutions. As a landscape architect, arborist and licensed contractor, Mark has the expertise to provide clients with a full range of services. His professional experiences include both the public and private sectors; creating designs for parks, urban gateway entries, wineries, creek restoration, schools, residential design and ranch master planning.

#### AWARDS & MEMBERSHIPS

1999 Xeriscap conference, Steering Committee Member

City of Santa Rosa Water Conservation Award

City of Santa Rosa Residential Water Use Guidelines

#### PROFESSIONAL LICENSURE

Landscape Architect, California State License Number 2828

California State Landscape Contractors License Number, 678411, (C-27)

**GREG HURD, PE, PLS, LEED® AP**



Engaged throughout the life of the project, Mr. Hurd's experience ranges from conceptual design to detailed engineering services culminating in final construction. Greg has been involved in a diverse variety of civil engineering and land surveying projects for both public and private clients for nearly 30 years. He provides general supervision over projects and sets the guidelines within the framework of a projects requirement. He is an active member of a project team and is available to personnel, taking part in major decision-making meetings with related agencies. He heads the quality control review, assuring that deliverables aspire to and achieve the project goals. Greg reviews all work products for conformance with established design criteria and actively participates in the scheduling of work to ensure that projects are completed on budget, within scope and on schedule.

**EDUCATION**

Cogswell Polytechnical College, Cupertino, CA  
Associate in Structural Engineering

**PROFESSIONAL LICENSURE**

Professional Civil Engineer CA No. C-61895  
Professional Land Surveyor CA No. L-8809

**SELECTED PROJECT EXPERIENCE**

- Moorland Neighborhood Park Master Plan — Santa Rosa, CA
- Bayer Neighborhood Park and Community Garden — Santa Rosa, CA
- Keiser Community Park — Windsor, CA
- Sonoma County Regional Parks On-Call Engineering Services — Sonoma County, CA
- Treasure Island Cultural Park, San Francisco, CA
- Treasure Island Historic Building and Marina Plaza, San Francisco, CA
- Treasure Island Waterfront Plaza and Clipper Cove, San Francisco, CA
- Tolay Lake Regional Park Master Planning, Sonoma County, CA
- Ring Mountain Open Space Preserve Surveying, Tiburon, CA
- Northwest Community Park, Santa Rosa, CA

**JASON KIRCHMANN, PE, PLS, QSP/D**



Jason has a wide variety of experience in civil engineering design and land surveying for local municipalities and private sector clients. He has provided design support and project management on civic, healthcare, residential, education, and commercial projects. He assists in converting client's ideas and desires into final Construction Documents. In his day to day role, Jason reviews projects for agency submittal requirements and prepares planning applications for entitlement and permitting procedures. Jason is also responsible for all phases of land surveying including construction, aerial and conventional topographic and planimetric surveys, boundary analysis and resolutions, right of way engineering, as-built surveys, digital terrain modeling, and directing field and office survey efforts. He provides coordination with clients, other professional consultants and reviewing agencies. He understands the importance of seamless coordination with Agency staff as well as the Project team. He brings a keen sense of urgency to projects, consistently demonstrating the ability to stay on schedule and within budget.

**YEARS OF EXPERIENCE**

13 years

**PROFESSIONAL LICENSURE**

Professional Civil Engineer CA No. C-78079  
Professional Land Surveyor CA No. L-8806

**SELECTED PROJECT EXPERIENCE**

- Bayer Neighborhood Park and Community Garden — Santa Rosa, CA
- Keiser Community Park — Windsor, CA
- Moorland Neighborhood Park Surveying Services — Santa Rosa, CA
- Marin County Parks — Marin County, CA
- Keiser Park Trunk Sewer Main Replacement — Windsor, CA
- Central Sonoma Valley Bikeway — Sonoma, CA

# ORGANIZATION CHART

At Design Workshop, everyone participates. As our name implies, our design approach is process-oriented and collaborative. While the number of employees and locations of the firm have grown over the decades, we remain a workshop. Workshop is a state of the working environment where discovery and communication are an open process. It is based on belief, trust and confidence that multiple minds coming together end up with something better.



# MASTER PLAN

## **PROJECT UNDERSTANDING:**

Roseland Creek Community Park at approximately 20 acres in size is located in one of the most populated areas of Santa Rosa. Aspects such as the oak woodlands, Roseland creek and other sensitive environmental aspects located on the property, will limit the available land for recreation improvements yet will contribute to the unique character this park will provide the community. Add to this the restrictions associated with the terms and conditions with the Sonoma County Agriculture Preservation and Open Space District Conservation Easements this project is complex and requires a design team with the knowledge and experience to maximize the recreation opportunities while protecting and minimizing impacts to the nature beauty. After reviewing the Request for Proposal, the Preliminary Concept Plan prepared by the City, and information provided at during the site walk, we feel our team is well positioned to help the City achieve your goals for this park site.

We understand and will ensure that the master plan and construction documents will incorporate all appropriate City and county of Sonoma documents such as the Santa Rosa Citywide Creek Master Plan, Santa Rosa Bicycle and Pedestrian Master Plan and the General Plan, the terms and restrictions outlined in the Agricultural Perseveration and Open Space District as well as all accessibility requirements and safety requirements associated with Public Park and recreation facilities.

## **OUR ROLE:**

Based on our understanding from the RFP and the information provided at during the site walk, Design Workshop will lead the master planning and construction document process. We will build off the concept that has been developed with community input and prepare and master plan and 30% construction documents for the entire four parcels and 100% construction documents for the two northern park improvement. We will work closely with the City and the firm retained to prepare the CEQA compliance throughout the process, attending regular meetings and provide information to support the environmental and master plan process. With these approvals we will provide full 100% construction documents for phase one improvements.

## **UNDERSTANDING NEIGHBORS CONCERNS:**

The concept plan in the RFP reflects the results of several community meetings, yet our experience with park projects adjacent to neighborhoods is that the concern for safety and privacy continue to be issues throughout the master plan and final design process. The City has done a good job addressing the homeless issue. During our proposed process we will work closely City staff to understand the best ways to continue to manage the use of the park after hours, provide the visibility into the park through selected clearance and security access and establish the visual buffers for adjacent neighbors to respect their privacy.

## **CREATING A PLAN IMPLEMENTED OVER TIME:**

Many of the master planning efforts we have lead for parks involves phasing to respond to funding available. With the approximate funding of \$900,000 available for improvements, permitting and mitigation funding it will be important to have regular discussions about the program, construction costs and priorities throughout the master planning and 30% plans so that we will be confident the documents reflected in the 100% construction documents will have the funding to be constructed. This will also include discussions with maintenance and operation staff to ensure the methods and materials selected for park are low maintenance and acceptable.

## **A WELL CONNECTED PARK FOR ALL:**

Understanding the interface and spatial needs between activities will be established during this process. The park program offers diverse recreation uses, natural beauty of the creek and woodlands and the opportunity for a well-connected trail system complete with clear wayfinding and interpretation opportunities. While the 5% impervious coverage restriction for a large portion of the site can be viewed as a constraint, we see this as a great opportunity to connect the community to nature while providing focused higher level of activity areas in areas of less sensitivity. We will work closely with the City to ensure the group facilities accommodate the expected users while not impacting other areas of the park.

### COMMUNICATING THE VISION:

Communicating the vision and design concepts both through written and graphic form is critical and expected when gaining public support. We recognize for the Master Plan aspect of this project, the focus is to provide a strong graphic refinement to the concept plan included in the RFP. Design Workshop has all the skills, experience and graphic ability to provide the City with an exceptional master plan that reflects the anticipated design based on 30% construction documents and CEQA compliance. If needed we can provide a wide range of support graphics such as perspectives, image boards, animated "walk through the park" and interpretive signage to support the design and for use by the City for promotional and fundraising opportunities.

### DETAILED PROJECT APPROACH:

Our detailed project approach is reflected in the Scope of Work Section presented later in the proposal. It is based off the RFP document yet we have expanded it to include a better understanding of the process we envision for this project. We anticipate refining this with the City at a "scoping meeting" before finalizing the design services contract.

### SCHEDULE:

Based on the schedule outlined in the Request for Proposal and the importance with meeting the schedule expressed at the site walk, we are confident we can provide the resources and to deliver a high quality master plan and 30 percent construction documents by June 15, 2016, with a notice to proceed March 15, 2016, followed up by 100% construction documents for the two northern parcels by July 28, 2016. As part of the project kick off meeting we will finalize the schedule and discuss critical milestones to ensure we meet your schedule.

We have included in our scope of work/ project approach a two day work session early in the process to work closely with the City, the CEQA consultant and our design team to develop refined concepts that fulfill the program requirements and identify ways to accomplish this while minimizing any environmental impacts. This will help jump-start the planning efforts and provide a cushion in the event issues arise.

### STAFF AVAILABILITY

Based upon the type of work described, the following table provides a breakdown of the amount of time each staff is able to devote to the Roseland Creek Community Park project. Each individual has been selected because of their breadth of knowledge and expertise in planning related services and have the available time to ensure this project gets the greatest attention. Our principal and project manager are committed to the timely execution of the project as well as developing plans of the highest quality.

STAFF AVAILABILITY		
FIRM	STAFF	AVAILABILITY
	<i>Steve Noll</i>	<i>47 Hours</i>
	<i>Eric Roverud</i>	<i>172 Hours</i>
	<i>Alison Cotey</i>	<i>160 Hours</i>
	<i>Gina Montecallo</i>	<i>200 Hours</i>
	<i>Greg Hurd</i>	<i>24 Hours</i>
	<i>Jason Kirchmann</i>	<i>94 Hours</i>
	<i>Design Engineer</i>	<i>86 Hours</i>
	<i>Engineer Technician</i>	<i>156 Hours</i>
	<i>Mark W. Bowers</i>	<i>40 Hours</i>
	<i>Grinell Reyes</i>	<i>32 Hours</i>

# RECREATION PARKS

## EXPERIENCE

Our experience providing master planning to full design and construction documents includes a wide range of project types and sizes throughout the region. The recreation providers that we assist is diverse as well serving cities, counties, state and federal and private land owners with developing parks and recreation designs that reflect the needs of the specific users while embracing and integrating the natural aspects and beauty each site has to offer. Based on the RFP requirements to highlight three projects within the two page limit, we have chosen those projects that have similarities to Roseland Creek Community Parks. All three projects began with a master planning process, included sensitive environmental aspects and full construction documents were prepared. If requested we can provide additional projects that are similar to Roseland Creek Community Park.

## HERITAGE COMMUNITY PARK



The largest recreation park in Las Vegas was completed in June 2012. This 160 acre mixed use park incorporates sustainable features such as solar canopies and wind turbines tied into a net metering power grid, along with rain gardens and zero-curbs, and native low water plantings. These elements are integral to the program of over 5 miles of trails, a central multi use plaza with a playground and amphitheater, 13 soccer fields, 2 baseball fields, a dog park, and the infrastructure to support the multitudes of users. Specific tasks to implement the proposed master plan included refining the design of the park elements to better solve circulation and program challenges. Providing connections and continuity with these facilities was critical to the success of the park. Serving as the prime consultant to the City, Design Workshop managed a team that designed and documented the park well under budget when construction bids came in. Heritage Park is an innovative community recreational park, setting the bar for the South West region while serving the needs for thousands of residents.

### KEY TEAM MEMBERS

Steve Noll  
Ben Fish  
Eric Roverud

### COST

Consultant Fee:  
\$1,095,261  
Construction: \$196,000

### CLIENT

City of Henderson  
Matt Roybal  
Public Works  
Engineering  
702-249-0623





## SOUTH LAKE TAHOE GREENWAY

The city of South Lake Tahoe, California is one of the most highly regulated cities in the nation. Protection of natural resources and emphasis on improving Lake Tahoe clarity are of paramount importance and increased recreation demand creates traffic congestion along Highway 50. Residents and visitors needed a viable transportation link that promoted alternative transportation methods.

Design Workshop collaborated with California Tahoe Conservancy and the South Lake Tahoe community to develop a nine-mile, multi-use trail through South Lake Tahoe, to Stateline, Nevada. The path system establishes the spine for the town's future trail network. The trail will use innovative, environmentally sensitive design and construction techniques as it travels through an array of environments, including pine and fir forests, stream environment zones, upland grassy meadows, and urban corridors.

### KEY TEAM MEMBERS

Steve Noll  
Stephanie Grigsby  
Eric Roverud

### COST

Consultant Fee: \$107,077  
Construction: N/A

### CLIENT

California Tahoe Conservancy  
Sue Rae Irlan  
(530)525-9137



## TAHOE FISH HATCHERY HISTORIC RENOVATION & RESTORATION

Constructed in 1921, John Steinbeck once worked as a caretaker and completed his first novel at The Fish Hatchery Building while it was used to raise coldwater fish. Today, this historic facility is called the University of California Davis Eriksson Education Center and is currently used as a laboratory and office by researchers studying Lake Tahoe as well as a public learning center.

Design Workshop has worked in collaboration with a local architecture firm to develop renovation plans that removed several dilapidated out-buildings, renovated the existing site and includes a demonstration garden of native plants and element for public interpretative use. A circular entry space in front of the building provides informal seating for employees and doubles as an outdoor classroom for public talks about the lake and the history of the site. A permeable paver loop path with interpretive signs provides a connection to the adjacent public bike path with bicycle parking for the public. The native plants in the demonstration garden show visitors the variety of seasonal plants available and also provides wildlife habitat with over one acre of restored wetlands.

### KEY TEAM MEMBERS

Steve Noll  
Ben Fish  
Eric Roverud

### COST

Consultant Fee: \$51,831  
Construction: \$2.1 Million

### CLIENT

UC Davis  
Heather Segale  
Education and Outreach  
Coordinator, UC Davis  
(530)583-3279



The following narrative describes a list of services required to provide a master plan and 30% design for all parcels included in the Roseland Community Park and 100% plans for phase one improvements associated with the northern parcels only. While the following narrative is organized in a linear manner, many of the sub-tasks may actually proceed in a parallel or concurrent fashion. The scope of work to be performed by the Design Workshop team is as follows:

**Task One. Project Start-Up/ Site Assessment/ Project Management**

This phase of the work is to develop a thorough understanding of the work that has been completed to date, become familiar with the site, and develop a preliminary understanding of the development program. The specific tasks to be completed are as follows:

1. Review all pertinent codes, current entitlements, and conditions of approval, which may impact the site development concepts.
2. Meet with City staff to review/develop project goals, design criteria and site program, roles and responsibility of the project team, including other City departments that will provide direction regarding safety, maintenance and operations of the park.
3. Visit the site to become familiar with the site conditions such as soils, slopes, views and context surrounding the site. Field-verify survey information, including the limits of existing improvements.
4. Prepare a detailed project schedule/work plan.
5. Prepare base mapping using previously completed topo survey available.
6. Attend and support project progress meetings/phone calls as needed (approximately bi-weekly).

The following products will be prepared/delivered:

1. Meeting notes and written documentation of specific research topics.
2. Project schedule/work plan.
3. Topographic Site Survey (using existing information).
4. Photographic Library for use throughout project.

**Task Two. Schematic Design/ Work Session**

This phase of work is to test program goals and site program against site conditions, and to explore design ideas. The Design Workshop team will refine the concept plan provided by the City. Note we have described the process to deliver a master plan as Task Two yet we will provide the final master plan after 30% construction documents and any changes needed due to CEQA compliance to be approved with the CEQA document by City. The specific tasks to be completed are as follows:

1. Facilitate a full day work session with the City and the CEQA consultant to:
  - Discuss the program and level of information that will be needed to complete the CEQA compliance documents.
  - Walk the site and identify trail alignments that will provide connectivity yet avoid environmental impacts. These will be mapped using GPS units and used to identify areas for additional survey information.

- Develop preliminary ideas for the entire site that will be used to develop the overall master plan and 30% plans for the entire property and 100% plans for elements that will be constructed with the available funding.
3. Prepare an overall site plan based on our work session that clearly illustrates the site development concept, hardscape (pedestrian and vehicular) planting concepts, site circulation and site furnishings (pre-manufactured structural elements, restrooms, seating, etc.).
  4. Provide a schematic site grading and drainage concept for one of the concepts including land contouring, landscape berms, swales, walls and drainage in hardscape areas.
  5. Preliminary and updated Master Plan for City review.

The following products will be prepared/delivered:

1. Preliminary site plan showing alternative program and use relationships.
2. One final Illustrative Site Plan showing overall site improvements and furnishings.
3. Schematic level opinion of probable site/landscape construction cost.
4. Final Master Plan graphic for City use. Provide electronic copy in both PDF and the original graphic file compatible with AutoCAD, Photoshop or Illustrator.

**Task Three. Design Development: 30% Construction Documents (all parcels)**

This phase of the work is to develop 30% construction documents based on the City approved Master Plan. The construction documents will consider appropriate City and County of Sonoma requirements, the terms and restrictions outlined in the Agricultural Perseveration and Open Space District and documents that may influence the design of the park including but not limited to the Santa Rosa Citywide Creek Master Plan, Santa Rosa Bicycle and Pedestrian Master Plan and the General Plan. The specific tasks to be completed are as follows:

1. Prepare site demolition plans illustrating existing hardscape and landscape areas that will be demolished or preserved and trees/plant material to be protected.
2. Develop layout plans for all hardscape improvements associated with the full master plan including location of buildings (nature center and restrooms footprints only), parking and access roads, improvements associated with widening Burbank Avenue from two to four lanes (in accordance with the General Plan), trails, park facilities and other site improvements anticipated for the project.
3. Develop site grading and drainage plans including contouring, retaining structures (if needed), swales, flow lines and drainage devices to a level for CEQA assessment.
4. Prepare preliminary utility and infrastructure plans to support preliminary site plan.
5. Prepare planting plans for all landscape areas to illustrate planting composition, plant species, locations and sizes of major planting features. Special attention will be given to enhance/preserve views, solar orientation and protection of existing trees.
6. Provide preliminary irrigation plans showing main lines, points of connection and irrigation zones.
7. Provide standard and site specific details as needed and required.
8. Prepare a draft specification for the elements of the project.
9. Provide preliminary list on cover sheet of all construction permits required to be obtained by the future construction contractor.

10. Provide information to the City to support adoption of the master plan and the CEQA documents.
11. Attend meetings with the City and/or other consultants as needed.

The following products will be prepared/delivered:

1. Cover sheet per City of Santa Rosa standards.
2. Demolition and Tree Protection Plans at 1"=20' scale.
3. Materials Plans and Layout Plans at 1"=20' scale.
4. Grading and Drainage Plans at 1"=20' scale.
5. Utility/Infrastructure Plan at 1"=20 scale.
6. Planting Plans at 1"=20' scale.
7. Details and reference sections of the above-described landscape materials with information required for construction, installation, and finishing of landscape components of the project.
8. Design Development level opinion of probable construction cost.
9. Three (3) stamped copy sets and electronic copies at 30% construction document submittals with specifications, cost estimate and general schedule for city review and to the satisfaction of the City.
10. Three (3) updated stamped copy sets and electronic copies at updated 30% construction documents to reflect requests/review comments from the City and the CEQA document team.
11. Three (3) stamped copy sets and electronic copies at Submit final 30% construction documents that reflect changes requested during the city plan reviews.
12. Word document specifications.
13. Fully accessible AutoCAD files and word documents for the City's future use.

**Task Four. Construction Documents (north parcels)**

This phase of the work is to develop construction documents for 90% and 100% plans for the two northern parcels only based on the City approved Master Plan and 30% plans. Based on available funding at time of this contract improvements may include road improvements to Burbank Avenue(north two parcels only) with adjacent walkway, landscape improvements along Burbank Avenue, curb and sidewalk improvements along McMinn Avenue, the multi-purpose pathway from Burbank Avenue to McMinn and other trail segments, par course locations and interpretive signage locations along the trail system. This will include providing sufficient plans for the City to understand what will be built in phase one based on funding, and getting the necessary permits for construction and environmental clearance. The specific tasks to be completed are as follows:

1. Prepare working drawings and specifications to reasonably conform to applicable codes and regulations of governmental bodies having jurisdiction over the work at the time the work is prepared.
2. Conduct technical work sessions with City staff.
3. Coordinate Design Workshop's work with design team and other consultants retained by the City.
4. Review materials and technical systems with potential fabricators and contractors.
5. Conduct internal Construction Document Quality Control Reviews for aesthetic and technical content, and revise plans per reviews.

6. Prepare Construction Document level opinion of probable construction cost at 90% and 100% level of drawings.
7. Submit approved Recreation and Parks plans and specifications for building permits and revise as needed to respond to comments.
8. Participate in value engineering sessions.
9. Attend meetings with the Client and/or other consultants.

The following products will be prepared/delivered:

1. Full set of Plans and Specifications for sheets listed at 90% set and and 100% set.
2. Final construction details and reference sections. Details and reference sections of the above-described landscape materials with information required for construction, installation, and finishing of landscape components of the project.
3. Three (3) stamped copy sets and electronic copies at 100% construction document submittals with specifications, cost estimate and general schedule for city review and to the satisfaction of the City.
4. Three (3) stamped copy sets and electronic copies at 100% for Burbank Avenue under a public works review process as it is a County public road
5. Word document specifications.
6. Fully accessible AutoCAD files and word documents for the City's future use.

#### **Task Five. Community Meetings/ Presentations**

This phase of the work is to assist the City with four public meetings/presentations as directed by City staff. For each meeting we anticipate the following tasks:

Tasks by Consultant:

1. Prepare exhibits, artwork/graphics/flyers and presentation materials necessary for each meeting.
2. Facilitate/assist City with meetings.
3. After each meeting, provide meeting minutes summarizing outcomes along with photos of the event, material collected and information presented.

Tasks by City:

1. Distribute artwork/graphics/flyers provided but the consultant by mail, posted on website, social media, etc.
2. Arrange location and provide support at community meetings.
3. Provide the required legal public notifications for the community meeting.

#### **Project Assumptions**

The draft concept plan delineates park features requested by community members and stakeholders, including the Board of Community Services. This plan will serve as the basis for our initial planning efforts.

The City will concurrently prepare CEQA compliance documents with a CEQA compliance team and therefore complete environmental site conditions are unknown at this time. Elements such

as geotechnical analysis, wetland delineation, endangered species and archaeology analysis and associated reports will be part of the CEQA scope of work.

The City has approximately \$900,000 for phase one construction documents for the northern two parcels. Burbank Avenue is unimproved and will need to be developed as a separate project under a Sonoma County Public Works review process, as it is a County public road. The plans can be prepared together but will need a separate and independent sets of improvement drawings which will be reviewed separately by different departments and will need to be developed in accordance with the Sonoma County Transportation and Public Works and City of Santa Rosa Design and Construction Standards.

Structural engineering is not included since structures and bridge crossings are not part of this phase of the project at this time.

Electrical engineering is not included at this time since site lighting within the park will not occur at this phase of the project.

Geotechnical services have been included yet only to address sub soil conditions as it relates to roadway and pathways.

The Burbank Avenue Improvement Plans can be part of the overall set for purposes of funding and bidding but developed as a separate set reviewed independently of the park.

With the improvements to Burbank Avenue potentially using the majority of funding for Phase One, it is our understanding that the park improvements constructed will primarily focus on the trail system and the par course and interpretive elements along the trails and landscape improvements along Burbank Avenue. Improvements such as the restroom, shade pavilion, outdoor classroom or bridge structures are not anticipated at this time.

Utilizing data from the previous planning efforts for the site, BKF Engineers will update the mapping for all four parcels utilizing the latest City of Santa Rosa's available record information obtained from the City's GIS site and internal records, no actual field work will be performed. The initial survey of the four parcels will be suitable to support the 30% preliminary design and Master Planning efforts. To minimize survey costs, a detailed survey for improvements to the northern two parcels will be developed using traditional field survey methods after approval of the 30% Master Plan documents.

Since improvements within the existing wooded areas will be limited to trails, survey information will be limited to a swath of land 10' to 15' wide along the planned "Universally Accessible Path" alignments established with the 30% Master Plan documents. In addition to the two northern parcels, Burbank Avenue along the two northern parcels will be included, as necessary, for the development of public road improvement plans.

Boundary surveys, right of way analysis and property dedication services are not included.

BKF is not proposing to conduct subsurface utility exploration as part of this work. Underground information shown on the topographic mapping will be identified based on visual observation of surface improvements and available record data. If record information is non-conclusive and subsurface utilities become critical to the design in terms of routing, size or potential construction conflicts, future exploratory methods and services may become necessary and can be provided as an additional service.

Estimated Project Schedule: The following is our estimated time to complete tasks yet do not include review time by agencies, the CEQA consultant or time to prepare for and facilitate community meetings (Task 5).

Task	Description	Schedule
1.	Project Start-Up/Site Assessment/Project Management	3 Weeks
2.	Schematic Design/Work	4 Weeks
3.	Design Development: 30% Construction Documents (all parcels)	6 Weeks
4.	Topographic Base Mapping (Northern 2 Parcels, Design Level)	4 Weeks
5.	90% Construction Documents	8 Weeks
6.	100% Construction Documents	4 Weeks

# SCOPE OF SERVICES

## DESIGN WORKSHOP'S SIMILAR PROJECT MATRIX

The following matrix provides a list of additional parks and recreation facilities we have been involved with recently and the staff that has been involved in these projects. Additional information can be provided upon request.

PROJECT NAME	KEY TEAM MEMBERS	MASTER PLAN/PARK DESIGN	CONSTRUCTION DOCUMENTATION	BID & CONSTRUCTION SUPPORT	CEQA REQUIREMENTS /PERMITTING	SUSTAINABLE DEVELOPMENT
South Tahoe Greenway	Steve Noll - PIC Stephanie Grigsby - PM Ben Fish - PLA	X	X	X	X	X
Fort Ord Dunes State Park Day-Use & Beach Access	Stephanie Grigsby - PIC	X	X	X	X	X
Pinecrest Day-Use Area	Steve Noll - PIC Eric Roverud - PM Gina Montecallos - PA	X	X	X		
Cadence Central Park	Steve Noll - PIC Alison Cotey - PM	X	X	X		X
Vista Park At Sacramento Railyards	Steve Noll - PIC Alison Cotey - PM	X	X		X	X
Heritage Community Park	Steve Noll - PIC Ben Fish - PM	X	X	X	X	X
Heritage Bark Park	Steve Noll - PIC Alison Cotey - PLA	X	X	X		
The Nature Center at Clark County Wetlands Park	Steve Noll - PIC	X	X			X
Regan Beach Park	Steve Noll - PIC Gina Montecallos - PA	X				X
Bonanza Neighborhood Park	Steve Noll - PIC Gina Montecallos - PA	X	X	X	X	
Trails End Park	Steve Noll - PIC Eric Roverud - PM	X	X		X	X
Lake Mead Parkway Trail & Wetlands Trail	Steve Noll - PIC Stephanie Grigsby - PM	X	X			X
Tahoe Fish Hatchery Historic Preservation	Steve Noll - PIC Ben Fish - PM	X	X	X	X	X



# Roseland Community Park

2/17/2016

Description	Design Workshop Effort				BKF Effort				Grand Total		
	Principal Steve Noll	Project Manager Eric Roverud	Landscape Architect Alicon Colby	Project Assistant Gina Monticello	DW TOTAL	Principal Greg Hurd	Project Manager Jason Kirchmann	Design Engineer		Engineer Technician	BKF TOTAL
<b>Task 1 Project Start-Up/On-Site Assessment/Project Management</b>											
Strategic Kick-off Meeting	2	2			\$ 610	2	2			\$ 788	\$ 1,398
One Day Design Work Session with City	8	8			\$ 2,440	2	2			\$ 788	\$ 3,228
Review Existing Documents	1	2	6		\$ 1,095			2		\$ 270	\$ 1,365
Attend Project Progress Meetings/ Phone Calls (assumes 10 over five months)	12	40			\$ 7,300	6	20			\$ 4,758	\$ 12,058
<b>Sub-total Task 1</b>	<b>23</b>	<b>52</b>	<b>6</b>	<b>0</b>	<b>\$ 11,445</b>	<b>10</b>	<b>24</b>	<b>0</b>	<b>2</b>	<b>\$ 6,694</b>	<b>\$ 18,140</b>
<b>Task 2 Design Development: 30% Construction Documents</b>											
Prepare Base Sheets	2	2		2	\$ 420			16		\$ 2,160	\$ 2,580
Prepare Site Demolition Plans	4	4		8	\$ 1,160					\$ 270	\$ 1,430
Prepare Site Materials Plan	4	4	12	24	\$ 4,110			2		\$ 270	\$ 4,380
Develop 30% Site Grading/Drainage Plans/ Utility details, sections notes, etc)	2	2	8	16	\$ 2,160		8	24		\$ 9,726	\$ 11,886
Prepare Planting Plans	2	2	8	24	\$ 3,060					\$ -	\$ 3,060
Provide Standard and Site Specific Details	2	4	12	24	\$ 4,110					\$ -	\$ 4,110
Preliminary Cost Estimate	2	4	8	8	\$ 1,750		2	6		\$ 1,284	\$ 3,034
Prepare Draft Specification	8	8			\$ 1,040		2	6		\$ 1,284	\$ 2,324
Provide Preliminary List of All Construction Permits	2	2			\$ 260		2			\$ 342	\$ 602
<b>Sub-total Task 2</b>	<b>6</b>	<b>30</b>	<b>48</b>	<b>88</b>	<b>\$ 18,070</b>	<b>0</b>	<b>14</b>	<b>36</b>	<b>0</b>	<b>\$ 15,336</b>	<b>\$ 33,406</b>
<b>Task 3 Schematic Design</b>											
Prepare Preliminary Overall Site Plan (all four parcels)	4	8	8	36	\$ 5,500	2	8			\$ 1,814	\$ 7,314
Preliminary and Updated Master Plan For City Review ( all four parcels)	4	8	16	40	\$ 6,700					\$ -	\$ 6,700
<b>Sub-total Task 3</b>	<b>8</b>	<b>16</b>	<b>24</b>	<b>76</b>	<b>\$ 12,200</b>	<b>2</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>\$ 1,814</b>	<b>\$ 14,014</b>
<b>Task 4 Design Development: 90 and 100% Construction Documents</b>											
Field Survey	2	2	4	4	\$ 580			36	2	\$ 11,460	\$ 12,070
Final Layout and Materials Plans	2	2	4	16	\$ 1,980					\$ -	\$ 1,980
Final Site Grading/Drainage Plans/ Utility details, sections notes, etc)	1	2	2	4	\$ 975		40	54	64	\$ 23,958	\$ 24,933
Final Utility/Infrastructure Plans	2	2	4	16	\$ 260		16	18	24	\$ 8,802	\$ 9,062
Final Planting Plans	2	2	4	16	\$ 1,980					\$ -	\$ 1,980
Final Standard and Site Specific Details	2	4	6	12	\$ 2,490					\$ -	\$ 2,490
Revised Cost Estimate	2	4	4	4	\$ 1,310			4	12	\$ 2,568	\$ 3,878
Final Technical Specification	1	6	4	4	\$ 1,395					\$ 2,568	\$ 3,963
<b>Sub-total Task 4</b>	<b>6</b>	<b>24</b>	<b>24</b>	<b>52</b>	<b>\$ 10,970</b>	<b>0</b>	<b>64</b>	<b>96</b>	<b>124</b>	<b>\$ 49,368</b>	<b>\$ 60,356</b>
<b>Task 5 Bidding Phase Services</b>											
Response to Questions	2	12			\$ 1,910		4	12		\$ 2,568	\$ 4,478
<b>Sub-total Task 5</b>	<b>2</b>	<b>12</b>	<b>0</b>	<b>0</b>	<b>\$ 1,910</b>	<b>0</b>	<b>4</b>	<b>12</b>	<b>0</b>	<b>\$ 2,568</b>	<b>\$ 4,478</b>
<b>Task 6 Construction Phase Services</b>											
Pre Construction Meeting	4				\$ 520		4			\$ 684	\$ 1,204
Periodic Site Visits ( 3)	16				\$ 2,080		4	8		\$ 1,940	\$ 4,020
Response to RFI	2	12			\$ 1,910		4	8		\$ 1,940	\$ 3,850
<b>Sub-total Task 6</b>	<b>2</b>	<b>32</b>	<b>0</b>	<b>0</b>	<b>\$ 4,510</b>	<b>0</b>	<b>12</b>	<b>16</b>	<b>0</b>	<b>\$ 4,564</b>	<b>\$ 9,074</b>
<b>Task 4</b>											
Preparation for meeting- Flyers and Presentation Material (4 meetings)	8	8	18	30	\$ 5,420					\$ -	\$ 5,420
Community Meetings - Facilitate 2 Meetings	12	12			\$ 3,660	2				\$ 446	\$ 4,106
Presentation to City Council - Facilitate 2 Meetings	12				\$ 2,100	2				\$ 446	\$ 2,546
<b>Sub-total Task 7</b>	<b>24</b>	<b>20</b>	<b>18</b>	<b>30</b>	<b>\$ 11,180</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$ 892</b>	<b>\$ 12,072</b>
<b>Staff Rates</b>	<b>\$ 175</b>	<b>\$ 130</b>	<b>\$ 110</b>	<b>\$ 80</b>	<b>\$ 223</b>	<b>\$ 171</b>	<b>\$ 157</b>	<b>\$ 135</b>	<b>\$ 171</b>	<b>\$ 262</b>	<b>\$ 81,164</b>
<b>Total Cost of Labor</b>	<b>\$ 12,425</b>	<b>\$ 24,180</b>	<b>\$ 13,200</b>	<b>\$ 20,480</b>	<b>\$ 70,285</b>	<b>\$ 3,568</b>	<b>\$ 21,546</b>	<b>\$ 25,120</b>	<b>\$ 24,300</b>	<b>\$ 342</b>	<b>\$ 151,449</b>
10% Contingency											\$ 15,145
Geotechnical Budget											\$ 5,600
Additional Plans for County Public Works (90 & 100%)											\$ 8,000
Reimbursable Cost (5% of Total Cost of Labor)											\$ 7,600
<b>Total Cost</b>											<b>\$ 187,794</b>

DESIGN WORKSHOP, INC.  
BILLING RATES

HOURLY BILLING RATES

PRINCIPAL	\$175
PROJECT MANAGER	\$130
LANDSCAPE ARCHITECT	\$110
PROJECT ASSISTANT	\$80

BKF  
BILLING RATES

PRINCIPAL	\$223
PROJECT MANAGER	\$171
DESIGN ENGINEER	\$157
ENGINEER TECHNICIAN	\$135