

CITY OF SANTA ROSA  
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL  
FROM: JEN SANTOS, DEPUTY DIRECTOR - PARKS  
RECREATION AND PARKS DEPARTMENT

SUBJECT: PROFESSIONAL SERVICES AGREEMENT WITH DESIGN  
WORKSHOP, INC., FOR ROSELAND CREEK COMMUNITY  
PARK MASTER PLAN AND DESIGN AND ENGINEERING

AGENDA ACTION: RESOLUTION

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RECOMMENDATION

It is recommended by the Recreation and Parks Department that Council, by resolution, approve the Professional Services Agreement with Design Workshop, Inc., of Stateline, Nevada to provide a master plan and design and engineering plans for Roseland Creek Community Park in an amount not to exceed \$187,794.

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EXECUTIVE SUMMARY

The purpose of this contract is to hire a consultant to provide community workshops and design services for a master plan and 30% design and engineering (D & E) for the four parcels that encompass the land for the Roseland Creek Community Park. The work is a continuation of numerous hours of planning and public input for the Roseland area as a whole and the specific park site. The contract also includes 100% design and engineering for the northern section to provide bid-ready construction plans in order to build the minimum improvements required through a grant agreement with the Sonoma County Agricultural Preservation and Open Space District. The services continue the park planning effort that has been in process since 2009.

BACKGROUND

The planned Roseland Creek Community Park site includes four parcels totaling 19.54 acres and is located in the unincorporated southwest quadrant of Santa Rosa known as Roseland. The entire park is undeveloped and without an adopted master plan and corresponding environmental declaration. The consultant hired under this agreement will engage the community to build upon the public processes and input received from 2009 to present.

The Roseland Area/ Sebastopol Road Specific Plan, adopted by Council in November 2016, identifies the need for 11 additional parks within the specific plan area including the subject site, which is also located within the Roseland Annexation area. The vision of the Specific Plan is to provide parks, playing fields, and trails to offer opportunities for recreation, social engagement, and mental respite. A Master Plan and Environmental Declaration will provide guidance as to the type and placement of assets on the site in the future. A Master Plan will aid the City in applying for grants to improve the site in the future.

Three of the four park parcels are currently owned by the City and were acquired in 2010 and 2011 via the Sonoma County Agricultural Preservation and Open Space District (SCAPOS) Matching Grant Program. The Matching Grant Program requires a grant agreement and a conservation easement for projects funded through the program. The grant agreement for the northern section requires the City to construct a minimal amount of park improvements no later than February 2018. Minimum improvements include an accessible pathway linking the east and west park boundaries, and signage. In October 2016, a project to acquire the remaining privately owned parcel was accepted into the SCAPOS 2016 Matching Grant Program, and staff continue to work on acquisition.

The City was awarded a State Parks and Recreation Department's Housing Related Parks Program (HRPP) grant for the north section in 2015. The grant will help fund construction of the minimum required improvements for the north section. The 100% design and engineering plans are needed to bid and construct these minimum improvements for the northern section and will occur after the Master Plan is adopted by Council.

### Community Engagement

- In December 2009 through June 2010 a series of five community workshops and two Board of Community Services (BOCS) meetings were held to receive public input and develop a draft concept plan for Roseland Creek Community Park.
- In summer 2015, three community workshops and two BOCS meetings were held to reintroduce and revisit the park draft concept plan developed from the 2009/10 workshops. Concurrently, outreach and community engagement for the Roseland Area/ Sebastopol Road Specific Plan and Roseland Annexation processes began and continued through 2016. Community input regarding the park was received via written comments, Nextdoor.com, Facebook and the Recreation and Parks website.
- In February 2017 community engagement for the Roseland Area Annexation began. Recreation and Parks staff has been actively participating in the community process.

The input received from the community at all the meetings and electronically lead to an updated draft concept plan. The draft concept plan will be adapted by the consultant

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based on additional studies, community engagement and workshops, and design and engineering services as provided by the scope of services. The consultant will also be informed by the community input and engagement that occurred from the Roseland Area/Sebastopol Road Specific Plan, and Roseland Annexation meetings past, present and future. Additional community input and community engagement in the Master Plan preparation will be provided by the consultant, with assistance from the Office of Community Engagement, Planning and Economic Development Department, TPW Department, R & P Department and other stakeholders.

A Request for Proposals (RFP) for a master plan and design and engineering services was issued in February 2016. Five proposals were submitted and reviewed by a selection panel comprised of staff from Water, Transportation and Public Works, and Recreation and Parks departments, and Councilmember Coursey. The top ranked firm, Design Workshop Inc., was recommended based on review from the scoring panel, and staff negotiated the recommended agreement.

#### PRIOR CITY COUNCIL REVIEW

Not applicable.

#### ANALYSIS

Consultant services for park master plan development and environmental review will occur in conjunction with each other in order to prepare a viable master plan for City Council consideration and approval.

A 30% draft design will be provided by the consultant based on draft concepts, community engagement and input, and results and constraints from an environmental analysis being performed under a separate contract. The 30% draft design assists the separate environmental analysis consultant with specific technical information required to complete the environmental determination. The completed environmental analysis, in-turn, helps the design consultant prepare a draft master plan.

Once the design consultant has a preliminary 30% plan that incorporates the environmental analysis, the draft plan will receive additional community input through public workshops that will be led by the consultant with the assistance of City staff from PED, OCE, TPW and R&P, among others. Upon completion of the community workshops, the design consultant will prepare a final draft Master Plan for review by the BOCS, where additional public comment is invited, with final review and adoption by the City Council.

After Council approval of a Master Plan, 100% design and engineering plans will be developed for the northern section only. The plan will indicate minimum improvements to be implemented in Phase I construction to comply with the minimum improvement

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requirements of the Sonoma County Agricultural Preservation and Open Space District grant agreement and the State Parks and Recreation Department Housing Related Parks Program grant. The minimum improvements include an accessible pathway linking east and west park boundaries and signage.

The proposed park will implement the Roseland Area/Sebastopol Road Specific Plan by providing a new Community Park in an area that is underserved. It is hoped that the community engagement associated with the Roseland Annexation will help identify additional stakeholders to participate in the master plan process.

#### FISCAL IMPACT

Approval of this action does not have a fiscal impact on the General Fund. Funds have been appropriated in the Capital Improvement Program budget and are derived from park development fees from the southwest zone. Compensation to the consultant is not to exceed \$187,794.

#### ENVIRONMENTAL IMPACT

This action is exempt from the California Environmental Quality Act (CEQA) because it is not a project at this time. An environmental analysis and determination in compliance with CEQA will be prepared as part of the master planning process.

#### BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not applicable.

#### NOTIFICATION

Not applicable.

#### ATTACHMENTS

- Attachment 1 – Roseland Creek Community Park Location Map
- Attachment 2 – Roseland Creek Community Park Parcel Map
- Resolution/Exhibit A (Agreement)

#### CONTACT

Jen Santos, jsantos@sr.city.org, 707-543-3781.