

**CITY OF SANTA ROSA  
PROFESSIONAL SERVICES AGREEMENT  
WITH GSM LANDSCAPE ARCHITECTS, INC.  
AGREEMENT NUMBER \_\_\_\_\_**

This "Agreement" is made as of this \_\_\_\_ day of \_\_\_\_\_, 2016, by and between the City of Santa Rosa, a municipal corporation ("City"), and GSM Landscape Architects, Inc., a California Corporation ("Consultant").

**RECITALS**

- A. City desires to prepare of a Master Plan and 30% design and engineering plans for Kawana Springs Community Park.
- B. City desires to retain a qualified firm to conduct the services described above in accordance with the Scope of Services as more particularly set forth in Exhibit A to the Agreement.
- C. Consultant represents to City that it is a firm composed of highly trained professionals and is fully qualified to conduct the services described above and render advice to City in connection with said services.
- D. The parties have negotiated upon the terms pursuant to which Consultant will provide such services and have reduced such terms to writing.

**AGREEMENT**

**NOW, THEREFORE,** City and Consultant agree as follows:

**1. SCOPE OF SERVICES**

Consultant shall provide to City the services described in Exhibit A ("Scope of Services"), 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 thirty-four thousand, eight-hundred eighty-two and no cents (\$134,882.00). The City's Chief Financial Officer is authorized to pay all proper claims from Charge Number 09608.

### **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:

Gretchen Stranzl McCann, President  
GSM Landscape Architects, Inc.  
1700 Soscol Avenue, Suite 23  
Napa, CA 94559  
1-707-255-4630  
gretchen@gsmlainc.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 September 30, 2017.

#### **13. STANDARD OF PERFORMANCE**

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

#### 14. CONFLICTS OF INTEREST

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

#### 15. CONFLICT OF INTEREST REQUIREMENTS

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

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

yes  no (check one)

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

- (1) Identify the individuals who will provide services or perform work under this Agreement as "consultants"; and
- (2) Cause these individuals to file with the City Clerk the assuming office statements of economic interests required by the City's Conflict of Interest Code.

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

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

## **16. CONFIDENTIALITY OF CITY INFORMATION**

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

## **17. CONSULTANT INFORMATION**

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

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

c. All proprietary and other information received from Consultant by City, whether

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

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

## **18. MISCELLANEOUS**

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

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

c. Compliance with Laws. Consultant shall perform all services described herein in compliance with all applicable federal, state and local laws, rules, regulations, and ordinances, including but not limited to, (i) the Americans with Disabilities Act of 1990 (42 U.S.C. 12101, *et seq.*) ("ADA"), and any regulations and guidelines issued pursuant to the ADA; and (ii) Labor Code sections 1720, *et seq.*, which require prevailing wages (in accordance with DIR determinations at [www.dir.ca.gov](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 California 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: GSM Landscape Architects Inc.

TYPE OF BUSINESS ENTITY (*check one*):

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

**CITY OF SANTA ROSA**  
a Municipal Corporation

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


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

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

Signatures of Authorized Persons:

By:   
Print Name: Gretchen Stranzl McCann  
Title: President

APPROVED AS TO FORM:

  
Office of the City Attorney

ATTEST:

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

By: Warren S. McCann

Print Name: 

Title: Secretary

City of Santa Rosa Business Tax Cert. No.  
9997037585

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

RECEIVED  
FEB 11 2016  
CITY OF SANTA ROSA  
PARKS DIVISION

PROPOSAL FOR:  
CITY OF SANTA ROSA  
RECREATION AND PARKS

KAWANA SPRINGS  
COMMUNITY PARK



LANDSCAPE ARCHITECTURAL  
DESIGN SERVICES

CONSTRUCTION DOCUMENTS  
AND MASTER PLAN

FEBRUARY 11, 2016



GSM landscape architects, inc.  
[www.gsmlainc.com](http://www.gsmlainc.com)



landscape  
architects, inc.

February 11, 2016

Ms. Jen Santos, Recreation and Parks Deputy Director  
City of Santa Rosa Recreation and Parks Department  
55 Stony Point Road  
Santa Rosa, CA 95401

Re: Kawana Springs Community Park

Dear Ms. Santos,

**GSM landscape architects, inc.**, is pleased to submit our proposal of services for 30% construction documents and final master plan for Kawana Springs Community Park. We bring significant experience in providing unparalleled analysis, community outreach, innovative design solutions and responsiveness to client's comments. Our team's land surveying and 30% construction documents will provide critical information key to the park's programming and future development. GSM is confident in our ability to take the City's current concept for Kawana Springs Community Park to the next detailed level, with ultimate goal of creating an engaging and meaningful recreational environment that integrates well into the existing neighborhood and natural setting.

GSM's principal and project managers stay intimately involved with our projects from beginning to end. We provide hands-on communication and coordination, work closely with city staff, neighbors, community groups, utility companies and regulatory agencies to gain consensus and encourage project momentum, analyze constraints to avoid costly hazards, seize opportunities and maintain thorough, organized, on-schedule work. Detailed mapping, research, creative and sustainable design, accurate construction documents and prevailing wage cost estimates will be professionally delivered.

We are the recipients of numerous park planning, facilitation and design awards and have long-standing working relationships with a number of cities and public agencies throughout the Bay Area and Northern California.

In the following proposal and work scope, valid for 90 (ninety) days, we have outlined our approach and tasks based upon review of the request for proposal package and experience working on similar projects.

We are enthusiastic about the opportunity to play a role in creating Kawana Springs Community Park for the Santa Rosa community!

Very Sincerely Yours,

A handwritten signature in black ink, appearing to read 'Gretchen Stranzl McCann', written over a light blue horizontal line.

Gretchen Stranzl McCann, President  
**GSM landscape architects, inc.**  
gretchen@gsmlainc.com

## QUALIFICATIONS AND APPROACH

### GSM HISTORY



Gretchen Stranzl McCann and her team know that exceptional park, recreational and landscape design must be achieved within the parameters of the project budget. There is no option. With experience and desire to focus on work for the public sector, she founded GSM landscape architects, inc. in 1997, and leads a team of exceptional professionals to serve clients throughout Northern California.

We have significant experience working with community groups, staff and agencies on public park and recreation projects from site analysis and grant administration through construction closeout and systems certification.



Our Principal and Staff Landscape Architects are LEED APs, hold QSD, QSP, Bay, River, Green Building and Gardener Certification and work with agencies on their development of green building standards and education workshops for WELO compliance.

GSM provides innovative, detailed design solutions and administration for a wide variety of landscape architect projects with focus on sustainability and water/energy efficiency. We understand that Kawana Springs Community Park will include creative design of active and passive features that carefully tie into the surrounding neighborhood and natural environment, is respectful of public comment and meets local, state and federal codes and standards.

### Contact Information:

*GSM landscape architects, inc.*  
*Gretchen Stranzl McCann, President*  
1700 Soscol Avenue, Suite 23, Napa, CA 94559  
(707) 255-4630 Phone; (707) 255-7480 Fax  
[www.gsmlainc.com](http://www.gsmlainc.com); [gretchen@gsmlainc.com](mailto:gretchen@gsmlainc.com)

**Tax Identification Number:** 45-3139489

**Year Established:** 1997

### Project Managers:

*Elizabeth Dunn, Staff Landscape Architect, ASLA, LEED AP*  
*Bart Ito, ASLA*

### Professional Registration:

*CA Registration Number #2790 Expiration 10/31/2016*

*CA Registration Number #5314 Expiration 6/30/2016*

*CO Registration Number #680 Expiration 1/31/2016*

*CLARB Record #7858*

*QSD/QSP Certificate #21262*



### CREATING A MEANINGFUL EXPERIENCE

GSM will bring a perfect blend of imaginative ideas that echo the City's commitment to promoting a high quality of life and active living community. We thrive on creating exciting, fun and functional facilities and GSM landscape architects, inc. is the best choice for this project.

Engaging design, highly effective communication and presentation skills, a tool box full of time-tested materials and details that stand up to the challenges of the public environment, familiarity with Bay Friendly Landscape principles, a finger on the pulse of construction cost estimating, and strong construction administration are all vital in meeting the needs of the community and creating long-lasting, well-loved park and recreational facilities.



GSM landscape architects, inc.  
City of Santa Rosa: Kawana Springs Community Park



### EFFECTIVE PUBLIC OUTREACH

GSM has been very successful helping Bay Area cities and school districts achieve their objectives through inclusive and engaging design processes. We facilitate public meetings to identify issues and reach consensus on desired solutions to complicated design challenges. We engage the public in a lively and respectful manner to hear ideas and reach agreement on design direction. We employ various graphic devices to communicate issues and options in a clear fashion and capture input in concise and accurate notes for distribution and recording.



Life is fast and busy. Our approach to public outreach goes beyond basic meetings. Most people are on a hectic pace of work and family commitments and simply don't have time to participate in the traditional model of public outreach. We leverage both new and traditional communication and outreach platforms to inform and engage the public. Social media tools such as YouTube, Facebook and customized social platforms like Mind Mixer, which can be linked from or hosted on the City's website, offer convenient information, accessible on a computer or smart phone. In combination with informational outreach, workshops scheduled for evenings and weekends, and opinion surveys with web-based tools such as SurveyMonkey, even the busiest residents can participate and receive real-time updates and watch a YouTube video of the most recent design presentation, or post a comment on the Project's Facebook page. GSM has excellent results using these techniques on our recent park projects.



### CITY PARTNERSHIP

Given our resources and planned workload, we can immediately mobilize the required staff to meet the demand associated with Kawana Springs Community Park. We are a highly experienced team of landscape architects, surveyors, engineers and technical staff, who work together regularly on public projects. Each staff member has been involved in project mapping, research, base plan creation, construction document development, technical specification writing and preparing opinions of probable costs.

GSM is accustomed to "wearing many hats" required to provide design through construction administrative services as a reliable extension of staff resources. Through extensive public agency experience, we understand that good teamwork and clear delegation of project tasks and responsibilities are essential to assure timely project delivery, thereby simplifying coordination required by City staff.



### PROJECT MANAGEMENT

GSM provides clients with prompt, highly responsive, personalized service. We ensure that design phases, associated tasks and budget controls are in place before project commencement. Our team achieves on-time success through in-depth initial project evaluation to ensure realistic timeframes, tasks and assignments. We develop custom internal monitoring systems for each project that are maintained and reviewed on a weekly basis to guarantee that our work tasks are progressing on schedule and within budget. GSM consistently provides solid customer service, quality control and coordination efforts each step of the way, ensuring that there are no surprises and that our projects stay on track.



### REGULATORY EXPERIENCE AND CODE EXPERTISE

GSM understands, anticipates and plans for every aspect of project research and implementation; continually review and apply IBC, ADA, WELO, NPDES State General Permits and other specific agency codes, regulations and standards while producing highly successful, attractive, durable projects that address program requirements, site constraints, interests of diverse user groups, flexibility of space, focus on innovative components, materials and solid construction techniques. We have extensive experience coordinating our projects with DSA, Ca Dept. of Fish & Wildlife and Water Resources Control Board, U.S. Army Corps of Engineers, Bay Area Ridge Trails, Bay Trails, and environmental focus groups.



### TECHNICAL CAPABILITIES AND QUALITY CONTROL

We use AutoCAD 2015, InDesign, Photoshop, Illustrator, Microsoft Word, Excel and customized spread sheets to develop creative and reliable, technologically advanced work products. Our ability to quickly cross reference and overlay landscape architectural work with land and utility surveys, civil, electrical and structural work is critical to project success. We accurately overlay mapped constructed conditions to prepare record drawings and maintain an electronic server for daily, monthly and quarterly back up of project files.

GSM adheres to high standards for developing plans and documents and regularly overlay ours with team consultants for evaluation and consistency. We conduct frequent project team meetings and peer review of plans and documents at regular milestones to ensure that all work is coordinated and inconsistencies are captured promptly and eliminated. We provide a thorough final review of plans, notes, details, technical specifications and bid forms prior to bidding.



### PROJECT COST VALIDATION

GSM will present clear and realistic cost information and comparative analysis for client consideration. We are knowledgeable of trends in construction costs and consult with contractors, vendors and maintenance personnel regarding project constructability. GSM provides a careful approach to evaluate elements of our projects and determine the most efficient and cost effective alternatives both from an initial construction perspective and over the life of the project. We are able to offer successful alternatives to project elements without changing the design intent, quality or use.



### SUSTAINABILITY

GSM is a LEED, Bay/River Friendly and Green Building certified firm with commitment to responsibly designing for sustainability and use of native, recycled and long lasting materials. We select, place and group components relative to site use, pedestrian circulation, solar orientation, topographic conditions and site constraints. Our team stays current on new "green" and Bay/River Friendly approaches with regard to quality material selection, installation techniques, time savings measures and "smart" systems for our designs. We work with cities to select durable materials that perform well in public settings and which require minimal on-going maintenance. Several of our projects have been design to MWEL0 2015 Revision requirements.



### PROJECT EXPERIENCE

#### Selected Projects:

- American Canyon High School – American Canyon, CA
- City of Santa Rosa On-Call Park Projects – Santa Rosa, CA
- City of Ukiah Water Efficient Demonstration Garden – Ukiah, CA
- Dobbins Street Parking Lot – Vacaville, CA
- East Washington Park – Petaluma, CA
- Fairfield Linear Park – Fairfield, CA
- Green Valley Lakes Park – Cordelia, CA
- Hopper Creek Trails – Yountville, CA
- Jordan Ranch Park – Dublin, CA
- Kimberly Flood Control, Clean Water + Park – American Canyon, CA
- Leghorns Park – Petaluma, CA
- Napa 911 Memorial Garden and Parking Lot – Napa, CA
- Oak Circle Park and Parking Lot – Yountville, CA
- Riverfront Green – Napa, CA
- Sonoma Police Station, Community Center and Parking Lot – Sonoma, CA
- Terrace View Park – Berkeley, CA
- Vine Trail – Napa County, CA
- Vacaville Intermodal Station – Vacaville, CA
- Wappo Trails, Picnic Areas and Dog Park – St. Helena, CA
- Water Efficient Landscape Medians – American Canyon, CA



GSM landscape architects, inc.  
City of Santa Rosa, Kawana Springs Community Park



**Gretchen Stranzl McCann**  
PRESIDENT/PRINCIPAL

**Experience:**

26 Years

**Education:**

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

**Professional Registration:**

Registered Landscape Architect –  
California License No. 2790  
Registered Landscape Architect –  
Colorado License No. 680  
CLARB Record No. 7858  
Leadership in Energy and Environmental  
Design Accredited Professional (LEED  
AP)  
QSD/QSP Certificate  
#21262

**Professional Membership:**

American Society of Landscape  
Architects  
U.S. Green Building Council  
Cal Poly Alumni Association  
California Native Plant Society  
California Native Grassland Association  
American Horticulture Society  
Certified Bay Friendly Landscape  
Professional

**Highlights:**

Significant experience working with  
clients to construct park and recreational  
projects with focus on community use,  
sustainability and historic preservation  
Certified Bay Area Green Business  
Registered WBE #37991  
Registered DBE #37991

**Professional Experience:**

1997 – Present

- President and Principal Landscape Architect,  
GSM landscape architects, inc.  
Napa, CA

1989 – 1997

- City Landscape Architect/Park Planner  
City of Fairfield, CA

1985 – 1989

- Landscape Architect, Eldon Beck & Associates  
Novato, CA

2006 – Present

- Lecturer, California Native Plants, Plant Communities and Design – Cal  
Poly San Luis Obispo, CA – Landscape Architecture Dept.
- Technical Expert - Commercial and Public Landscape Architectural  
Design, State of California and Private Firms
- Landscape Architects Technical Committee Exam Writing and  
Occupational Analysis Team
- Access Plan Review, State of California, Division of State Architect
- Green Building Professional Certification, Sonoma State University
- Bay Friendly Certification, Public, Commercial and Institutional  
Landscapes

**Community Service:**

- Director, Napa County Resource Conservation District
- Director, Napa County Watershed Information Center & Conservancy
- Member, ASLA Park and Recreation Committee
- Member, Napa Valley Unified School District Facilities Task Force
- Member, City of Napa Tree Commission
- Member, Leadership Napa Valley
- Lead Designer, Napa 911 Memorial Garden
- Volunteer, California Native Plants Society – Napa Valley Chapter

**Awards:**

- California Parks and Recreation Society – Award of Excellence for  
design of Yarborough Soccer Park and Open Space Area
- Bay Area Ridge Trails – Gaspar de Portola Award for Community Trail  
Planning
- Napa County Landmarks, Inc. – Award of Merit for the design of St.  
John's Lutheran Church/Campus Redevelopment and  
Napa Opera House Plaza
- City of Vallejo – Mayoral Recognition for Historic B Street Design
- City of Fairfield Design Review Commission Award – Award of Merit for  
design of the West Texas Street Linear Park
- City of Fairfield Design Review Commission Award – Honorable  
Mention Award for design of the Rolling Hills Neighborhood Park





## Elizabeth Dunn

### STAFF LANDSCAPE ARCHITECT

#### **Experience:** 20 Years

Elizabeth is a licensed landscape architect and project manager with more than 20 years of design and project implementation experience. Her expertise includes the detailed design of urban spaces, parks, campuses, pedestrian circulation and edible garden spaces. Elizabeth's designs emphasize re-use of site materials, green efforts and sustainability in dynamic ways to connect people to places, while respecting the natural environment.

#### **Education:**

*Masters of Project Management,  
Northwestern University,  
Evanston Illinois, 1998*

*Bachelor of Science,  
Landscape Architecture,  
Purdue University,  
West Lafayette, Indiana, 1991*

#### **Professional Registration:**

*Registered Landscape Architect –  
California License No. 5314*

*LEED AP*

*River Friendly Landscape/ Green  
Gardener Certification*

*American Society of Landscape  
Architects*

*California  
Parks and Recreation Society*

#### **Highlights:**

*Positive results in working with  
agencies and client  
stakeholder groups for cost saving  
measures*

*Significant experience in multi-use  
plazas and event space areas with  
focus on flexible use*

*Extensive experience in design of  
sustainable and green  
environments and structures*

#### **Professional Experience:**

2004 - 2008

- Project Manager, Mariani Landscape, Lake Bluff, Illinois

2008 – 2015

- Landscape Architect, Rebecca Coffman Landscape Architects, Nevada City, CA

2015 – Present

- Landscape Architect, GSM landscape architects, inc., Napa, CA

2008 – 2014

- Educator, Sierra College Community Education Program

2013 – Present

- Landscape Architects Technical Committee Exam Writing and Occupational Analysis Team – Sacramento, CA

#### **Selected Project Experience:**

- 1700 – 1750 Soscol Avenue Campus Redevelopment – Napa, CA
- American Canyon Water Efficient Landscape Medians – American Canyon, CA
- Domaine Chandon New Outdoor Tasting and Event Spaces – Yountville, CA
- Harvest Middle School Entry Garden – Napa, CA
- Marin Valley Mobile Home Country Club Community Center – Novato, CA
- Napa County Staff Secure Dormitory Courtyard – Napa, CA
- Oak Circle Park and Sculpture Garden – Yountville, CA
- Rancho Cotate High School Performing Arts Center Plazas and Entry – Rohnert Park, CA
- Shearer Charter School Outdoor Classroom Gardens – Napa, CA
- Vine Trail – Napa County, CA

## QUALIFICATIONS AND APPROACH

### GSM HISTORY

Gretchen Stranzl McCann and her team know that exceptional park, recreational and landscape design must be achieved within the parameters of the project budget. There is no option. With experience and desire to focus on work for the public sector, she founded GSM landscape architects, inc. in 1997, and leads a team of exceptional professionals to serve clients throughout Northern California.

We have significant experience working with community groups, staff and agencies on public park and recreation projects from site analysis and grant administration through construction closeout and systems certification.

Our Principal and Staff Landscape Architects are LEED APs, hold QSD, QSP, Bay, River, Green Building and Gardener Certification and work with agencies on their development of green building standards and education workshops for WELO compliance.

GSM provides innovative, detailed design solutions and administration for a wide variety of landscape architect projects with focus on sustainability and water/energy efficiency. We understand that Kawana Springs Community Park will include creative design of active and passive features that carefully tie into the surrounding neighborhood and natural environment, is respectful of public comment and meets local, state and federal codes and standards.

### Contact Information:

GSM landscape architects, inc.  
Gretchen Stranzl McCann, President  
1700 Soscol Avenue, Suite 23, Napa, CA 94559  
(707) 255-4630 Phone; (707) 255-7480 Fax  
www.gsmlainc.com; gretchen@gsmlainc.com

Tax Identification Number: 45-3139489

Year Established: 1997

### Project Managers:

Elizabeth Dunn, Staff Landscape Architect, ASLA, LEED AP  
Bart Ito, ASLA

### Professional Registration:

CA Registration Number #2790 Expiration 10/31/2016

CA Registration Number #5314 Expiration 6/30/2016

CO Registration Number #680 Expiration 1/31/2016

CLARB Record #7858

QSD/QSP Certificate #21262

### CREATING A MEANINGFUL EXPERIENCE

GSM will bring a perfect blend of imaginative ideas that echo the City's commitment to promoting a high quality of life and active living community. We thrive on creating exciting, fun and functional facilities and GSM landscape architects, inc. is the best choice for this project.

Engaging design, highly effective communication and presentation skills, a tool box full of time-tested materials and details that stand up to the challenges of the public environment, familiarity with Bay Friendly Landscape principles, a finger on the pulse of construction cost estimating, and strong construction administration are all vital in meeting the needs of the community and creating long-lasting, well-loved park and recreational facilities.



GSM landscape architects, inc.  
City of Santa Rosa, Kawana Springs Community Park



## **Bart Ito** PROJECT MANAGER

### **Experience:**

*19 Years*

Bart is a project manager with more than 19 years of landscape architectural design and construction experience. His expertise includes the detailed design and management of community, neighborhood and linear parks and trails, sports courts and fields, public facilities and habitat revegetation. His designs emphasize dynamic and engaging spatial organization and time-tested construction detailing that is intended to withstand the rigors of the public environment.

### **Education:**

*Bachelor of Science,  
Landscape Architecture, 1999  
UC Davis, Davis, CA*

### **Professional Experience:**

1997 – 1999

- Project Designer, City and County of San Francisco Parks Department, San Francisco, CA

1999 – Present

- Project Manager, GSM landscape architects, inc., Napa, CA.

### **Professional Membership:**

*American Society of Landscape  
Architects  
California Parks and Recreation  
Society  
Sports Turf Managers Association*

### **Selected Project Experience:**

- American Canyon High School (ACHS is the - 1<sup>st</sup> Certified Green High School in California) – American Canyon, CA
- Analy High School Campus Redevelopment and Sports Stadium – Sebastopol, CA
- Dodd Stadium at Justin-Siena High School – Napa, CA
- East Washington Park – Petaluma, CA
- El Molino High School Campus Redevelopment and Sports Stadium – Forestville, CA
- Galvin Park Tennis Court Renovation – Santa Rosa, CA
- Green Valley Lakes Park – Cordelia, CA
- Jordan Ranch Park – Dublin, CA
- Kimberly Flood Control, Clean Water + Park Improvement Project – American Canyon, CA
- Lakeview Reservoir Park – Napa, CA
- Leghorns Community Park – Petaluma, CA
- Napa Valley Junior Girl's Softball Complex – Napa, CA
- Rolling Hills Park – Fairmeia, CA
- Silverado Middle School Sports Fields – Napa, CA
- Terrace View Park – Berkeley, CA
- Val de Flores Soccer Field Park – Rio Vista, CA
- Van de Leur Park – Yountville, CA
- West Haven Park – Petaluma, CA
- Wright Charter Elementary School – Santa Rosa, CA
- Yarborough Sports Complex – Fairfield, CA

### **Highlights:**

*Majority of design work completed  
for Cities and Counties through  
Northern California*

*Extensive experience in working  
with public agencies and  
community stakeholder groups*

*Expertise in new and renovation  
park projects, water efficient  
landscape and irrigation design  
and restoration*

*Experience with Bay and River  
Friendly Landscape Design*

**GREG HURD, PE, PLS, LEED® AP**  
Principal in Charge



#### EDUCATION

Cogswell Polytechnical College,  
Cupertino, CA  
BSET Civil Engineering Technology  
Associate in Structural Engineering

#### REGISTRATION

Professional Civil Engineer  
CA No. C-61895  
Professional Land Surveyor  
CA No. L-8809  
LEED® Accredited Professional, US  
Green Building Council

#### AFFILIATIONS

American Council of Engineering  
Companies  
American Society of Civil Engineers  
North Coast Builders Exchange, Past  
President  
City of Santa Rosa Board of Building  
Regulations Appeals

#### TOTAL YEARS OF EXPERIENCE

28

#### YEARS OF EXPERIENCE WITH FIRM

27

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.

#### RELEVANT EXPERIENCE

##### **Moorland Neighborhood Park Master Plan, Santa Rosa, CA**

- Master Planning
- Base Mapping
- Conceptual Design

##### **Bayer Neighborhood Park and Community Garden, Santa Rosa, CA**

- Design, planning and consulting services
- Topographic Mapping, aerial photos and utility assessment services for Master Planning and design
- Construction Documents for grading, drainage, and utilities improvements
- Coordination with project design team and multi-jurisdictional agencies
- 6 acre site

##### **Keiser Community Park, Windsor, CA**

- Construction Documents for grading, drainage and utility improvements
- 30 acre community park and sports complex
- Full topographic survey
- Topographic design mapping and right-of-way determination
- Coordination with project design team and multi-jurisdictional agencies
- Construction Documents
- Permitting and entitlement services
- Construction observation and staking

##### **Sonoma County Regional Parks On-Call Engineering and Land Surveying Services, Sonoma County, CA**

"As-needed" and "on-call" civil engineering and land surveying services. Project include:

- Helen Putman Park Parking Lot Expansion
- Laguna De Santa Rosa Trail Survey
- Moorland Neighborhood Park Topo
- Central Sonoma Valley Bikeway
- Cleveland Avenue
- Coopers Grove North Slope at Sonoma Mountain
- Los Guillicos Crosswalk Survey
- Maxwell Park
- Watson Schoolhouse supplemental Topographic Mapping

##### **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**

## **WORK PLAN**

The City of Santa Rosa has reached out to a selected list of qualified landscape architectural firms to provide 30% construction documents for Kawana Springs Community Park. GSM landscape architects, inc. offer unparalleled experience in creating detailed construction plans, specification and prevailing wage opinions of cost. This will provide the City with critical construction documents to complement your CEQA process, assist in gaining project approval, and deliver a seamless transition to final plans and documents.

### **PROJECT SUMMARY**

Kawana Springs Community Park is approximately 19.2 acres of undeveloped land located in the southeast area of Santa Rosa. The City has developed a concept plan providing for active use on the south side of Kawana Springs Creek, walking trails and fitness course along the north side of the creek, and community garden and parking along its northwest corner.

Kawana Springs Park will include the following elements:

- Community Garden
- Dog Park
- Fitness Course with Educational Signage
- Gathering Areas of varied sizes
- Hydration Station
- Non-Motorized Bridge
- Open Turf Grass for multi-use activity
- Parking Areas in two locations with a drop off zone
- Paved Trails and Pathways
- Picnic Areas
- Playground/Swings/Fitness Area
- Prefabricated Restroom Building and enclosure for portable restroom
- Shade Shelters/Pavilions
- Sport Courts including bocce, volleyball and table tennis
- Water Efficient Landscaping

### **PROJECT APPROACH AND SCHEDULE**

GSM is committed to making the project a success and priority. Our team has the resources and ability to deliver project mapping and design tasks within the timeframe requested by the City of Santa Rosa.

GSM's surveyor will prepare a topographic survey of the park area including on-site topography to the top of creek bank. Significant trees and vegetation will be mapped. Curb, gutter and sidewalk on the project side of adjacent streets and utilities (water and sewer) in the vicinity of the proposed restroom will be located.

This information will be overlaid with the City's concept plan to create a basis from which we will begin a refined layout of park elements in order to prepare 30% construction documents. Plans will be developed using dimensions and standards for desired park features. This will ensure that adequate space, scale, circulation, transition and naturalized buffering is achievable. Once the final locations of park features are determined, we will develop grading and drainage, utility, lighting, materials, furnishings, planting and irrigation plans. Our team will prepare technical specifications that reflect elements in the plans and corresponding opinion of probable cost in prevailing wage rates. These packages will be provided to the City for review as noted in our 30% Construction Documents task.

Once the 30% Final Construction Documents are submitted and approved, GSM will prepare a Master Plan Graphic for the City of Santa Rosa's use.

## SCOPE OF SERVICES

### KICK OFF MEETING, TOPOGRAPHIC SURVEY, UPDATED CONCEPT PLAN

GSM will meet with the City to review the draft concept plan of Kawana Springs Community Park and project goals. Our surveyor will provide a topographic survey of the site. We will analyze the concept plan provided by the City of Santa Rosa in relation to the survey to determine the best layout of park elements.

*Tasks include:*

- a) Initial kick-off meeting with City of Santa Rosa Staff.
- b) Review of existing local, state and federal codes, standards and guidelines, including City of Santa Rosa Services District.
- c) Preparation of topographic survey.
- d) Prepare landscape architectural base maps using topographic survey. Sheet formatting information will be provided by City.
- e) Thoroughly walk site with topographic survey, landscape architectural base map, and draft concept plan to analyze the best locations for all proposed park features and review opportunities and constraints.
- f) Delineate park components on landscape architectural base map to develop an updated concept plan.

PRODUCTS: Kick-off Meeting (1), Topographic Survey, Landscape Architectural Base Map, Site Walk, Updated Concept Plan.

### 30% CONSTRUCTION DOCUMENTS

Once the updated concept plan is reviewed and approved by the City, GSM will prepare 30% Construction Documents as described below.

*Tasks include:*

- a) Coordination with City staff via phone/email.
- b) Meeting(s) with City staff (Maximum of 5).
- c) Development of 30% construction plans, technical specifications and opinion of probable costs with the following submittal levels.
  - i. 30% Construction Documents for initial City Review.
  - ii. Updated 30% Construction Documents for City and CEQA team review.
  - iii. Final 30% Construction Documents.

*Plans and documents include:*

- **Cover Sheet and General Notes.** Cover Sheet will contain a sheet index, overall plan, title, vicinity map, permits required, abbreviations and contact information.
- **Demolition Plan.** Demolition Plan will indicate features to be demolished and removed, salvaged or retained and specific limit of work.
- **Grading Plan.** Grading Plan will indicate contours, swales and directional water flow.
- **Utility Plan.** Utility Plan will include general location of storm drain, sewer and water lines.
- **Erosion Control Plan.** Erosion Control Plan will be prepared by our certified QSP/QSD in compliance with the Construction General Permit, Order No. 2009-009-DWQ with 2012 updates. The plan will include storm water management notes and details.
- **Material and Detail Reference Plan.** Material and Detail Reference Plan will indicate types of materials for park elements. Cut sheets for selected manufactured items, including recommended materials, colors and finishes, will accompany the Material and Detail Reference Plan.
- **Layout Plan.** Layout Plan will indicate general dimensions for park components.
- **Lighting and Photometric Plan.** Lighting Plan will include selection and placement of park light fixtures and photometric study.
- **Planting Plan and Details.** Planting Plan and Details will indicate locations for multi-use sports fields, trees and shrub/ground cover planting areas. A plant palette will be provided focusing on low water use and sustainable requirements, including California native species. Plant material selection and soil preparation techniques will comply with City of Santa Rosa Standards preferred plant list, MWEL0, and Bay Friendly guidelines.

- **Irrigation Plan and Details.** Irrigation Plan and Details will include location of controller and main line layout and preliminary pipe sizing. Supply schedule of type of irrigation heads, valves, and controller, will be provided.
- **Technical Specifications and Opinion of Probable Costs.** Technical Specifications and Opinion of Probable Costs will be prepared in a format acceptable to the City.

PRODUCTS: (3) sets of 30% Construction Documents for City Review, (3) sets of Final Draft 30% Construction Documents for City and CEQA team review, (3) sets of Final 30% Construction, Meetings with Staff, (1) Digital File.

### **FINAL MASTER PLAN**

Once the 30% Final Construction Documents are submitted and approved, GSM will prepare a Graphic Master Plan in both Black and White and Color Rendered versions.

*Tasks include:*

- a) Coordination with City staff via phone/email.
- b) Develop Graphic Master Plan
- c) Develop Color Rendered Graphic Master Plan

PRODUCTS: (3) Black and White Graphic Master Plans, (1) Color Rendered Master Plan, (1) Digital File.

### **OPTIONAL SERVICE – MARKETING AND OUTREACH ASSISTANCE**

GSM will assist the City of Santa Rosa with project marketing and outreach for Kawana Springs Community Park. This will provide the public opportunities to review and provide valuable input on park design during the updated concept plan and 30% construction documents phases of work. We will complete this work with final presentation to City Council for master plan adoption.

*Tasks include:*

- a) Assist City with planning of and facilitation at 4 (four) community meetings.
  - i. Bring and set up plans, graphics, large format easels and displays; take notes, photograph process and document comments received at each community meeting.
  - ii. Coordinate with and provide progress plans, graphics, notes, photographs and documents to City staff for their incorporation into community meeting advertisement and updates on park design progress via various formats including City of Santa Rosa Recreation and Parks Website, email, Nextdoor, Facebook, Twitter, YouTube and Instagram.
- b) Present final Kawana Springs Community Park Master Plan to City Council for their adoption.

PRODUCTS: Assist with Planning and Facilitation, Notetaking, Photography and Documentation of Community Comments and Input at Four (4) Meetings, Coordinate and Provide Progress Plans, Graphics, Notes, Photographs and Documents to City staff, Present Kawana Springs Community Park Master Plan to City Council (1 Meeting).

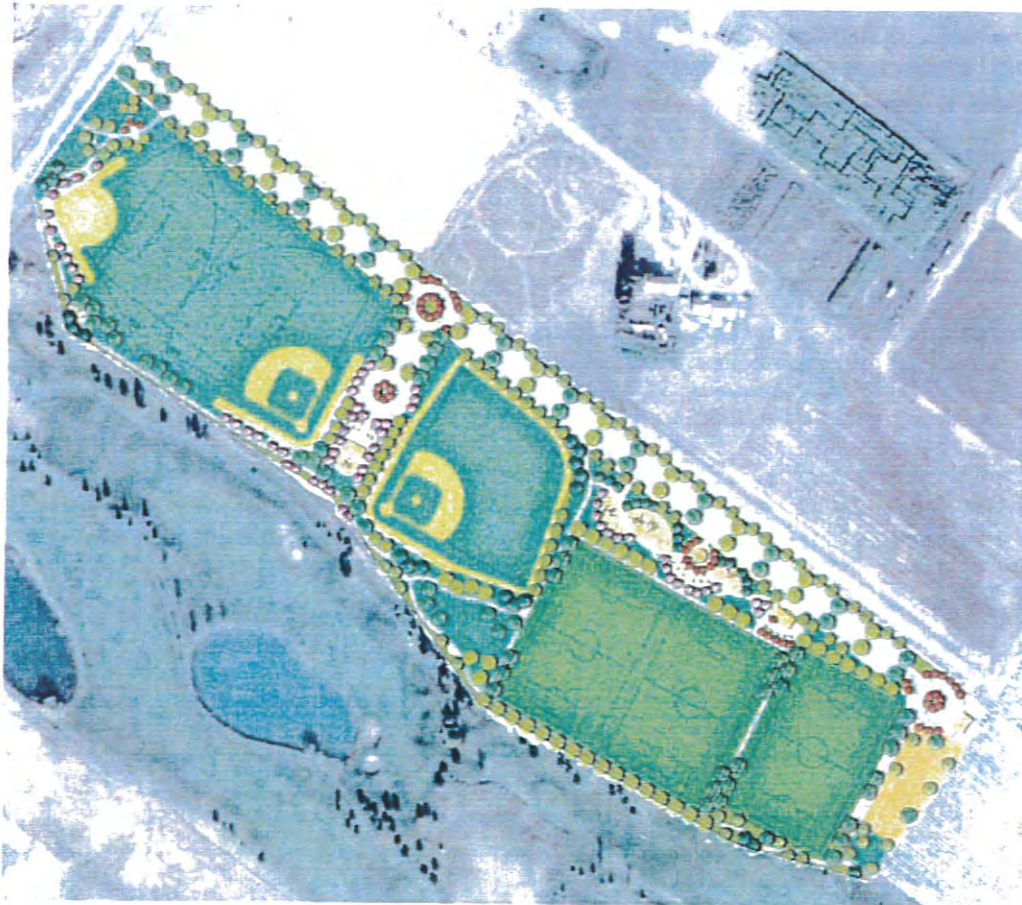
## PROJECT ASSUMPTIONS AND EXCLUSIONS

- City will provide GSM with all electronic and hard copy maps, reports and background information available.
- Clear access to all project site areas for field research will be available.
- Property Line/Boundary survey and mapping for area between the creek bed and top of bank are not included.
- Arborist analysis and report will be provided by others.
- Public notification, staff reports and report reproduction and distribution for community meetings, public workshops and hearings will be prepared by others.
- City review time for each phase of the project will take no longer than 2 weeks.
- Geotechnical, structural, electrical, mechanical, hydrologic studies, hazards reports and engineering are not included.
- Storm water pollution prevention plans are not included.
- Information on existing electrical, storm drain, and sanitary sewer service points of connection, lines and working gpm and psi at project connection points will be made available to GSM.
- Irrigation pump, storm drainage pump, sanitary sewer pump and grinder system are not included.
- Education panel design and graphics are not included.
- Natural (non-synthetic) turf grass will be used in the park.
- The City of Santa Rosa will apply and pay for all Notices of Intent, permits and processing as may be required.
- Project CEQA review, environmental and cultural resources surveys, studies, permitting, documentation, processing and mitigation, if required, will be provided by others.
- Electrical Plans and Title 24 calculations are not included.
- Project will be designed based upon requirements of current California Building Code, California Code of Regulations, Title 24, comply with ADA requirements and with Santa Rosa's Model Water Efficient Landscape Ordinance.

*Landscape Architects are licensed by the State of California*







Final Design

## East Washington Park *Petaluma, California*

Client: City of Petaluma

Contact: Larry Zimmer, Deputy Public Works Director:  
(707) 776-3674, [publicworks@ci.petaluma.ca.us](mailto:publicworks@ci.petaluma.ca.us)

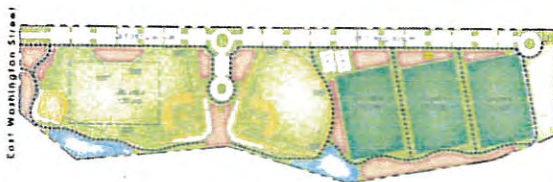
Completion: Phases 1 and 2 completed in Spring 2015

Construction Cost: Phases 1 and 2 \$5,100,000

Landscape Architectural Fee: \$205,000



50% Master Plan

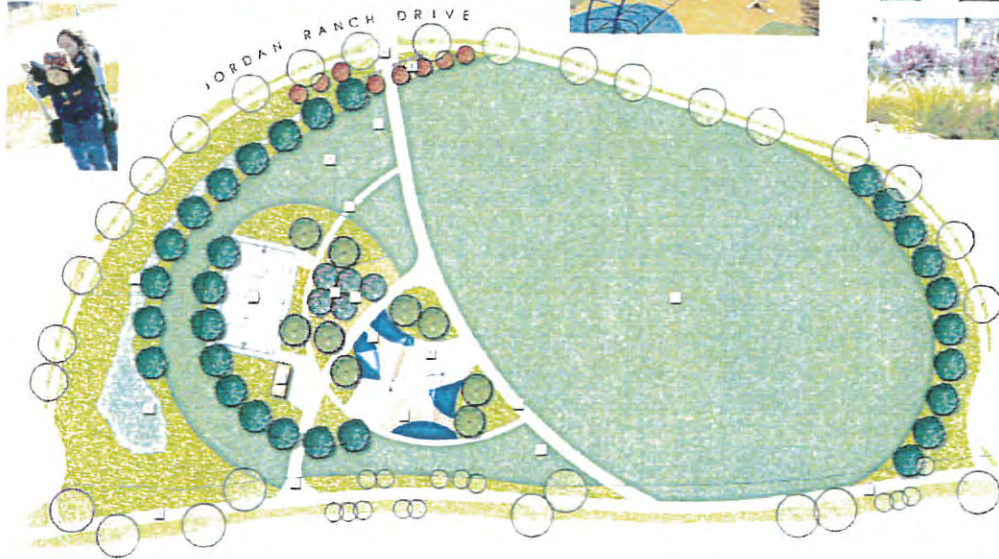
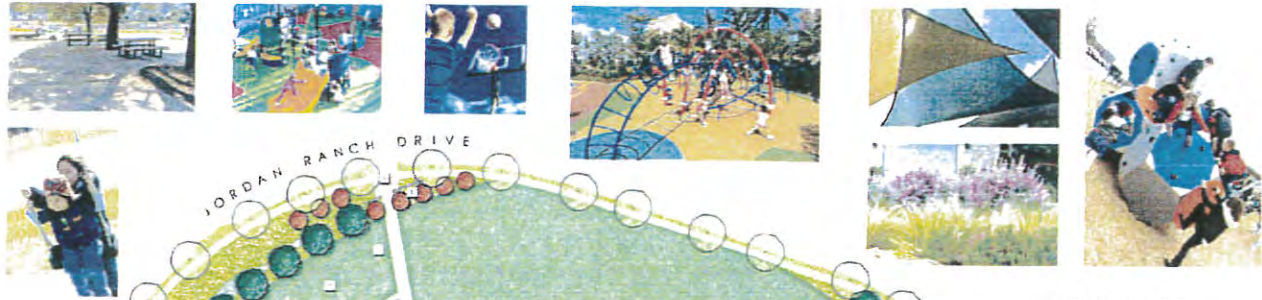


Concept Plan

GSM worked closely with the City of Petaluma, Music & Parks Commission, Sonoma County Airport Land Use Commission, local soccer, lacrosse, baseball and softball leagues, BMX and bicycling organizations, neighbors and the general public to design Petaluma's full service 25-acre sports park.

- Synthetic turf soccer/lacrosse fields
- Baseball & softball fields
- Multi-use natural grass fields
- BMX course
- Spectator and picnic areas
- Community event & plaza spaces
- Younger and older children's play areas
- Concession, restroom, and storage buildings
- Naturalized storm water management
- Parking and drop off areas





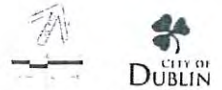
CONCEPTUAL LEGEND

[Symbol]	RESTROOM
[Symbol]	STORAGE
[Symbol]	SHADE STRUCTURE
[Symbol]	SPECTATOR AND PICNIC AREAS
[Symbol]	COMMUNITY EVENT & PLAZA SPACES
[Symbol]	YOUNGER AND OLDER CHILDREN'S PLAY AREAS
[Symbol]	NATURALIZED STORM WATER MANAGEMENT
[Symbol]	ADA ACCESSIBLE PATHWAYS
[Symbol]	LOW WATER-USE LANDSCAPING
[Symbol]	RESTROOM
[Symbol]	STORAGE
[Symbol]	SHADE STRUCTURE
[Symbol]	SPECTATOR AND PICNIC AREAS
[Symbol]	COMMUNITY EVENT & PLAZA SPACES
[Symbol]	YOUNGER AND OLDER CHILDREN'S PLAY AREAS
[Symbol]	NATURALIZED STORM WATER MANAGEMENT
[Symbol]	ADA ACCESSIBLE PATHWAYS
[Symbol]	LOW WATER-USE LANDSCAPING



PREFERRED CONCEPTUAL SITE PLAN 2  
DECEMBER 12 2013

JORDAN RANCH PARK  
DUBLIN, CALIFORNIA

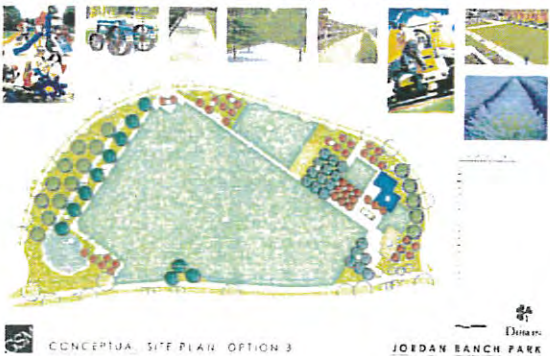


Final Design - Preferred Option



CONCEPTUAL SITE PLAN OPTION A JORDAN RANCH PARK

Conceptual Site Plan - Option A



CONCEPTUAL SITE PLAN OPTION B JORDAN RANCH PARK

Conceptual Site Plan - Option B

# Jordan Ranch Park

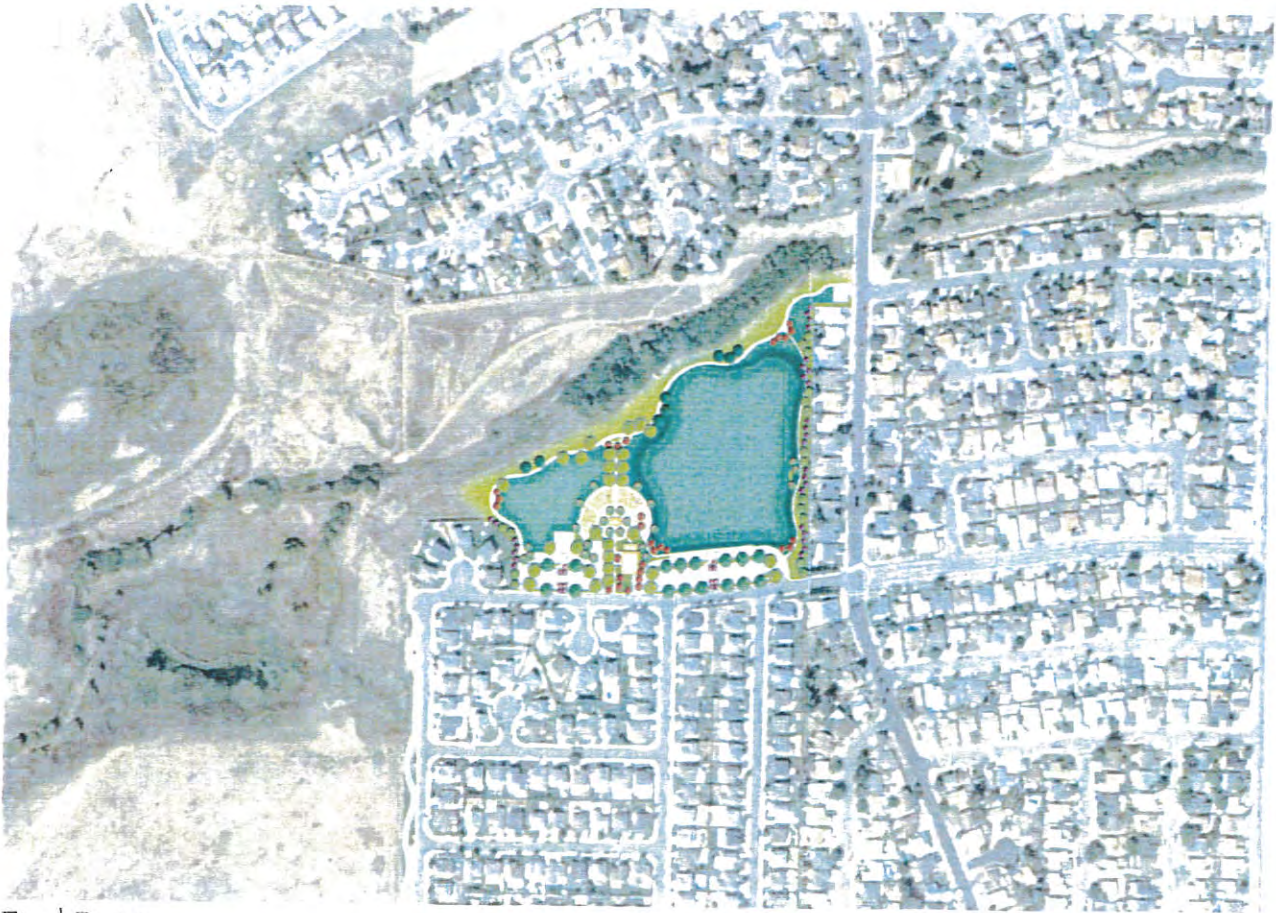
Dublin, California

Client: City of Dublin  
 Contact: Douglas Rooney, Parks and Facilities Development Coordinator  
 (925) 556-4546, doug.rooney@dublin.ca.gov  
 Completion: Scheduled for construction in 2016  
 Construction Cost: \$1,600,000  
 Landscape Architectural Fee: \$160,000

GSM worked closely with the City of Dublin, Park and Facilities Department, Parks and Recreation Commission, City Council, Landscape Maintenance Division, local neighbors and general public to design one of Dublin's newest neighborhood 5 acre park sites. Due to the community being under construction and many homeowners living outside of Dublin, we were able to use social media (Facebook, Youtube, etc.) to keep the community involved with the design.

- Multi-use natural grass fields
- Basketball court
- Restroom, storage, and shade structures
- Spectator and picnic areas
- Community event & plaza spaces
- Younger and older children's play areas
- Naturalized storm water management
- ADA accessible pathways
- Low water-use landscaping

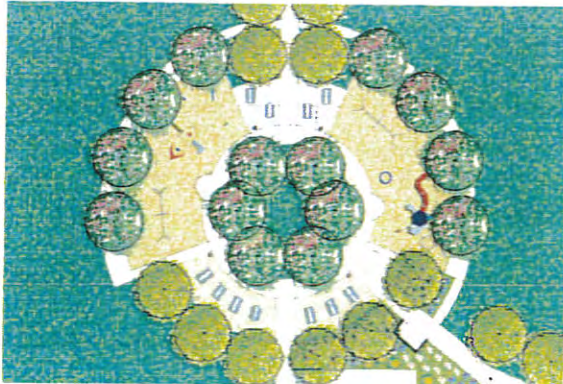




Final Design



Conceptual Design



Central Plaza Area

## Kimberly Park

American Canyon, California

Client: City of American Canyon  
 Contact: Cheryl Braulik, P.E. Senior Civil Engineer  
 (707) 647-4588, [cbraulik@cityofamericancanyon.org](mailto:cbraulik@cityofamericancanyon.org)  
 Completion: Spring 2016  
 Construction Cost: \$3,500,000  
 Landscape Architectural Fee: \$293,000

Over a series of 5 years, GSM has provided detailed assessment, hydrologic studies, community outreach, master planning and final construction plans for American Canyon's full service community park with improved neighborhood storm water retention.

- 7 soccer fields and multi-use turf areas
- 4-acre detention basin with landscape bioswales
- Younger and older children's play areas
- Picnic plaza and community restroom/concession building
- 1/2 basketball court with seating areas
- Parking for 125 vehicles
- Park lighting
- Maintenance and storage facilities
- Sustainable shade canopy and accent trees, shrubs and grasses
- Reclaimed irrigation with central controller





## Yarbrough Sports Complex Fairfield, California

Client: City of Fairfield

Contact: Ron Collins, Recreation Manager:  
(707) 428-7676, rcollins@fairfield.ca.gov

Completion: Phase 1 - 1998; Phase 2 - 2009

Construction Cost: \$1,850,000

Landscape Architectural Fee: \$86,000

GSM led project design & construction administration efforts, secured grant funding and obtained state & federal environmental permits, so that an antiquated drainage outfall could be transformed into a 20-acre recreational and wetlands preserve park with functioning detention basin. The Fairfield community continues to play a critical stewardship role in educating the public on respecting the park's natural environment while enjoying year-round use of the soccer play fields.

- 11 soccer fields
- Re-establishment of a 7-acre wetland, channel preserve and detention basin
- Pedestrian pathways with interpretive educational signage
- Concession/restroom/maintenance building
- Maintenance and emergency vehicle access
- Bridge connections across wetlands
- 150 space parking area
- Riparian enhancement planting
- Central control irrigation system





# PROJECTS

## MOORLAND NEIGHBORHOOD PARK MASTER PLANNING, SANTA ROSA, CA

Moorland Neighborhood Park is a participation based community design driven project in an unincorporated portion of Santa Rosa. This project relies heavily on a process of thoughtful engagement with community members and a self-selecting representative steering committee to help guide the completion of a park master plan and subsequent environmental documentation. The design process includes multiple public workshops which drive rapidly cycled design ideas. The subsequent ideas are vetted with a selection of steering committee members to drive the process forward and reach consensus. The project seeks to define a neighborhood scale park which strikes a balance between active and passive recreation, serving a wide range of users, a cohesive park design between two segmented parcels, culturally designed spaces with structures and historically significant neighborhood events. BKF provided base mapping and participated during the conceptual design process.

## BAYER NEIGHBORHOOD PARK AND COMMUNITY GARDEN, SANTA ROSA, CA

The goal of the Bayer Neighborhood Park and Garden Master Plan, part of the Statewide Park Development and Community Revitalization Program, is to provide a destination park for the Roseland neighborhood and community of Santa Rosa through a collaboration between the City of Santa Rosa Recreation & Parks and LandPaths. The Master Plan strives to maximize the opportunities that the site presents as well as preserve the historic relationship of being a working farm. Conservation of resources and sustainability are a major focus of this project.

To date, BKF has worked with the City and design team providing the site grading and utility Construction Documents, the stormwater quality calculations, and the utility studies required to provide services to the nearly six acre park. BKF is assisting with permit processing and pre-bid coordination services. BKF also prepared comprehensive base mapping for the Master Plan and design of the park and garden. Topographic mapping was completed utilizing aerial surveys and traditional field surveys and included mapping of contours, existing surface features and existing utilities. The project is currently under construction.



## KEISER COMMUNITY PARK, WINDSOR, CA

Working with the landscape architect and the Town of Windsor, BKF prepared engineering design and planning services for the Keiser Community Park Master Plan. The park which encompasses nearly 28 acres, had not received improvement in 30 years. BKF provided Construction Documents that included the grading, drainage and utility improvements.

BKF prepared full topographic mapping needed for the planning and design. The topographic mapping was completed utilizing aerial surveys and traditional field surveys, and included tagging trees and identifying the banks of the existing creeks traversing the acquired property.

Construction Documents included the design of a variety of multi-use bicycling and pedestrian pathways traversing the park, including connections to Windsor High School, three new sporting fields, new park access streets and parking lots, playgrounds, and outdoor assembly areas.





# PROJECTS

During the design and entitlement process, BKF provided the Town of Windsor with assistance and engineering support services for obtaining environmental permitting from jurisdictional agencies including the Army Corps. Department of Fish and Game, and the Regional Water Quality Control Board.

The project includes two new softball fields, a hardball baseball field, and a neighborhood park component featuring play equipment, picnic areas, a basketball court, restroom facilities, as well as enhanced pedestrian / vehicular circulation and parking.

## **SONOMA COUNTY REGIONAL PARKS ON-CALL ENGINEERING AND SURVEYING, SONOMA COUNTY, CA**

Sonoma County Regional Parks has retained BKF to provide On-Call Surveying Services for various right-of-way and park improvement projects. Since 2009 services have included topographic mapping and right-of-way determinations, aerial and GPS surveys, preparation of legal descriptions and exhibits needed for land acquisition, construction staking, and related calculations.

### **Projects have included:**

- Bodega Bay Coastal Prairie Trail Phase 2 & 3
- Central Sonoma Valley Bikeway – Larson to Hwy 12 Project
- Central Sonoma Valley Bikeway – Flowery Elementary School
- Cleveland Avenue
- Coopers Grove North Slope at Sonoma Mountain
- Fox Pond Pedestrian Bridge at Healdsburg Ridge Open Space Preserve
- Helen Putnam Park Parking Lot Expansion
- Laguna De Santa Rosa Trail Survey
- Los Guilicos Crosswalk Survey
- Maxwell Park
- Moorland Park Master Planning
- Santa Rosa Creek Trail
- Swimming Lagoon at Spring Lake – Annual Surveying
- Summer Dam Beach Healdsburg Veterans Memorial Beach – Annual Surveying
- Tolay Lake – Canon Lane Right of Way Determination
- Watson Schoolhouse supplemental Topographic Mapping



**PROFESSIONAL PERSONNEL SERVICE FEES**  
 JANUARY 1, 2016 - DECEMBER 31, 2016

<u>PERSONNEL</u>	<u>HOURLY RATES</u>
<b>ENGINEERING</b>	
Senior Associate	\$200.00
Associate	\$194.00
Project Manager	\$184.00 - \$190.00
Engineer IV	\$171.00
Engineer I, II, III	\$120.00 - \$138.00 - \$157.00
<b>PLANNING</b>	
Planner I, II, III	\$120.00 - \$138.00 - \$157.00
<b>SURVEYING</b>	
Senior Associate	\$200.00
Associate	\$194.00
Project Manager	\$184.00 - \$190.00
Surveyor I, II, III, IV	\$120.00 - \$138.00 - \$157.00 - \$171.00
Survey Party Chief	\$159.00
Survey Chainman	\$103.00
Apprentice I, II, III, IV	\$63.00 - \$84.00 - \$93.00 - \$99.00
Instrumentman	\$137.00
<b>DESIGN AND DRAFTING</b>	
Technician I, II, III	\$116.00 - \$123.00 - \$135.00
Drafter I, II, III, IV	\$90.00 - \$100.00 - \$108.00 - \$119.00
Student Engineer/Surveyor	\$63.00
<b>CONSTRUCTION ADMINISTRATION/QSP-QSD</b>	
Senior Construction Administrator	\$180.00
Resident Engineer	\$133.00
Field Engineer I, II, III	\$120.00 - \$138.00 - \$157.00
<b>SERVICES AND EXPENSES</b>	
Project Assistant	\$75.00
Clerical/Administrative Assistant	\$63.00

Principals' time on projects is chargeable at \$223.00- \$245.00 per hour.

Charges for outside services, equipment, and facilities not furnished directly by BKF Engineers will be billed at cost plus 10%. Such charges may include, but shall not be limited to printing and reproduction services; shipping, delivery, and courier charges; subconsultant fees and expenses; special fees, permits, and insurance; transportation on public carriers, meals, and lodging; and consumable materials. Mileage will be charged at the prevailing IRS rate per mile.

Monthly invoices are due within 30 days from invoice date. Interest will be charged at 0.833% per month on past due accounts.

Expert witness/litigation rates are available upon request.





PROJECT SCHEDULE

Kawana Springs Community Park

TASK	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6
City of Santa Rosa July Council Meeting						
<b>1 KICK OFF MEETING, TOPOGRAPHIC SURVEY, UPDATED CONCEPT PLAN</b>						
a Coordination with City staff via phone/email						
b Initial kick-off meeting with City of Santa Rosa Staff						
c Review of existing local, state and federal codes, standards and guidelines, including City of Santa Rosa Services District						
d Preparation of topographic survey						
e Prepare landscape architectural base maps using topographic survey. Sheet formatting information will be provided by City						
f Thoroughly walk site with topographic survey, landscape architectural base map, and draft concept plan to analyze the best locations for all proposed park features and review opportunities and constraints						
g Delineate park components on landscape architectural base map to develop an updated concept plan						
h Coordination and meetings with City Staff (Maximum of 3)						
i Coordination with CEQA Team (Maximum of 3)						
<b>2 30% CONSTRUCTION DOCUMENTS</b>						
a Coordination with City staff via phone/email						
b Meeting(s) with City staff (Maximum of 5)						
c Development of 30% construction plans, technical specifications and opinion of probable costs						
ci 30% Construction Documents for initial City Review.						
cii Updated 30% Construction Documents for City and CEQA team review						
ciii Final 30% Construction Documents						
<b>3 FINAL MASTER PLAN</b>						
a Coordination with City staff via phone/email						
b Develop Graphic Master Plan						
c Develop Color Rendered Graphic Master Plan						
<b>4 OPTIONAL SERVICE - MARKETING AND OUTREACH ASSISTANCE</b>						
a Assist City with planning of and facilitation at 4 (four) community meetings						
ai Bring and set up plans, graphics, large format easels and displays; take notes, photograph process and document comments received at each community meeting.						
aii Coordinate with and provide progress plans, graphics, notes, photographs and documents to City staff for each meeting. (4 meetings)						
b Present final Kawana Springs Community Park Master Plan to City Council for their adoption						
<b>5 NOTE</b>						
Scheduled task time frames may shift due to City and CEQA team response time						



**GSM landscape architects. inc**  
**PROPOSED FEE**  
**Kawano Springs Community Park**

6/15/2016

TASKS	FEES
<b>INITIAL KICK-OFF MEETING, TOPOGRAPHIC SURVEY, UPDATED CONCEPT PLAN</b>	
a Kick-off Meeting (1)	\$1,250.00
b Topographic Survey	\$20,000.00
c Project research, review background information and reports provided by City	\$1,800.00
d Site visit with design team	\$2,000.00
e Landscape Architectural Base Plan	\$3,500.00
f Updated Concept Plan	\$1,950.00
g General Coordination	\$1,600.00
<b>SUB TOTAL</b>	<b>\$32,100.00</b>
<b>30% CONSTRUCTION DOCUMENTS</b>	
a 30% Plans, Technical Specification and Opinion of Probable Costs - Preliminary Draft	\$50,000.00
b 30% Plans, Technical Specification and Opinion of Probable Costs - Final Draft	\$123,000.00
c 30% Plans, Technical Specification and Opinion of Probable Costs - Final Set	\$7,200.00
d Review and Coordination Meetings with City of Santa Rosa	\$2,200.00
e General Coordination with CEQA Team	\$1,200.00
<b>SUB TOTAL</b>	<b>\$79,600.00</b>
<b>FINAL MASTER PLAN</b>	
a Coordination with City	\$800.00
b Graphic Master Plan	\$400.00
c Color Rendering of Graphic Master Plan	\$3,200.00
<b>SUB TOTAL</b>	<b>\$8,000.00</b>
<b>Reimbursable Costs</b>	
Expenses shall include actual expenditures in the interest of the project. These will include expenses for mileage, copying, printing and deliveries.	\$200.00
<b>PROPOSED FEE</b>	<b>\$116,300.00</b>
<b>10% Contingency</b>	<b>\$11,630.00</b>
<b>TOTAL PROPOSED FEE</b>	<b>\$127,930.00</b>
<b>OPTIONAL SERVICES MARKETING AND OUTREACH</b>	
a Assist City with planning of and facilitation at 4 (four) community meetings	
a1 Bring and set up plans, graphics, large format easels and displays; take notes, photograph process and document comments received at each community meeting.	\$4,080.00
a2 Coordinate with and provide progress plans, graphics, notes, photographs and documents to City staff for each meeting. (4 meetings)	\$1,580.00
b Kawano Springs Community Park Master Plan presentation to City Council	\$660.00
<b>SUB TOTAL</b>	<b>\$6,320.00</b>
<b>10% Contingency</b>	<b>\$632.00</b>
<b>SUB TOTAL PROPOSED FEE</b>	<b>\$8,952.00</b>
<b>PROPOSED FEE WITH OPTIONAL SERVICES</b>	<b>\$122,620.00</b>
<b>10% Contingency</b>	<b>\$12,262.00</b>
<b>TOTAL PROPOSED FEE WITH OPTIONAL SERVICES</b>	<b>\$134,882.00</b>

Additional work as required due to change in program scope, project direction, etc. will be billed on a time and materials basis as listed on our current rate schedule. This will be presented to and approved by the City of Santa Rosa before the work is completed.

landscape  
architects, inc.

## PROFESSIONAL RATE OF SERVICES

January - December 2016

### HOURLY RATE SCHEDULE

Principal Landscape Architect	\$150/hour
Staff Landscape Architect/Senior Project Manager	\$120/hour
Project Manager	\$100/hour
Graphic Specialist	\$90/hour
Landscape Designer	\$85/hour
Technical Draftsperson/CAD	\$70/hour
Administration	\$55/hour

### REIMBURSABLE EXPENSES

Photocopies - each	B&W	8 1/2" x 11"	\$ .10
		11" x 17"	\$ .15
	Color	8 1/2" x 11"	\$ 1.25
		11" x 17"	\$ 3.00
Reproduction - outside		Cost + 153	
Plotting - in-house	B&W	24" x 36"	\$10.00
		30" x 42"	\$15.00
		36" x 48"	\$20.00
	Color	24" x 36"	\$20.00
		30" x 42"	\$25.00
		36" x 48"	\$30.00
Vellum	24" x 36"	\$13.00	
Postage/Delivery Service		Cost + 153	
Mileage		54/mile	
Travel/Miscellaneous Expenses		Cost + 153	