

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 CARLILE  
MACY, INC. TO PROVIDE LANDSCAPE ARCHITECTURAL  
DESIGN SERVICES TO PREPARE A MASTER PLAN AND  
CONSTRUCTION DOCUMENTS FOR COFFEY  
NEIGHBORHOOD PARK

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 between the City of Santa Rosa and Carlile Macy, Inc., Santa Rosa, CA, in an amount not to exceed \$217,140 to provide a master plan and construction documents for Coffey Neighborhood Park which was damaged by the October 2017 wildfires.

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EXECUTIVE SUMMARY

The purpose of the Agreement with Carlile Macy Inc. is to provide a master plan and construction documents to rebuild Coffey Neighborhood Park in compliance with the Federal Emergency Management Agency's (FEMA) requirements.

BACKGROUND

Built in the mid 1980's, Coffey Neighborhood Park is approximately 5.85 acres of developed park land located in the northwest quadrant of the City of Santa Rosa. The fully developed park was significantly burned and damaged, and with areas destroyed by the October 2017 fires. The neighborhood park site contained two playgrounds, several picnic areas, BBQ's, large open space of irrigated turf, looped walking path, wood monument signs, wooden bollards surrounding the entire park, standard infrastructure for irrigation and electrical, landscape areas and fifty-four trees that were all significantly destroyed and will need to be replaced.

A master plan is needed to rebuild Coffey Neighborhood Park and community input regarding the park redesign will be gathered during the master planning process. Prior to the October 2017 fires, the park utilized a design that separated the pre-school age and the school-age playgrounds. It is now industry standard to design pre-school and school age playgrounds adjacent to each other, which will require redesign of the park and other adjacent amenities destroyed in the fire.

Staff conducted the first in a series of public neighborhood meetings to solicit feedback from Coffey Park residents and property owners on August 4, 2018. The meeting was videotaped and placed on the Recreation and Parks Department's website along with project and process details. Coffey Park neighbors could provide feedback via the Department's web site until November 16, 2018. The feedback collected from the meeting and the on-line participation will be used to inform the master plan.

Upon completion of the final master plan, construction documents will be prepared. The construction documents will include 100% signed construction plans, specifications and cost estimates that will allow the City to competitively bid the rebuild project.

The redesign and construction documents will be required to be prepared in accordance with all FEMA requirements.

An Agreement with Carlile Macy Inc., will assist the City with neighborhood input regarding the redesign; prepare bid ready plans, specifications and cost estimates, including distinguishing those tasks that qualify for FEMA reimbursement; and to provide project administration.

#### PRIOR CITY COUNCIL REVIEW

Not applicable

#### ANALYSIS

A Request for Qualifications/Proposal to provide landscape architectural design services to prepare a master plan and construction documents for Coffey Neighborhood Park which was significantly damaged from the October 2017 wildfires was issued in August 2018. Ten proposals were submitted and reviewed by a review committee comprised of staff from the following City departments and neighborhood groups: Water, Transportation and Public Works, Recreation and Parks, and two members of Coffey Strong. Two firms provided proposals that were ranked significantly higher than all other firms by the review committee. The review committee then interviewed the top two ranked firms and out of those two, Carlile Macy Inc., ranked highest and is recommended by the review committee at \$217,140.

Carlile Macy, Inc was recommended by the review committee in late September 2018 and is expected to complete the required services and tasks, including final administrative work, to the reasonable satisfaction of the City not later than the end of

June 2020. The preliminary schedule anticipates completion of the master plan in spring 2019 and completion of construction documents in late summer, early fall 2019.

Unanticipated delays in any portion of the process will delay the projected completion dates. Barring unforeseen issues or delays, the schedule anticipates opening a portion of the park to public use by December 2019, with the remainder of the park to open in spring and summer 2020.

Typically, when building a new park, a minimum of three years is required from start of master planning to beginning of construction, therefore, the preliminary schedule is aggressive and subject to unknown delays.

### FISCAL IMPACT

Approval of this action does not have a fiscal impact on the General Fund. Funds for this project have been appropriated from Park Development Fees derived in Fund 1246 - Zone 1, Northwest quadrant. This contract meets federal guidelines and should be reimbursable by FEMA and CalOES. Under this formula, project costs of \$217,140 will be reimbursed in the amount of \$203,569, leaving a balance of \$13,571, which is a negligible impact to the Zone 1 park development projects.

### ENVIRONMENTAL IMPACT

This action is exempt from the California Environmental Quality Act (CEQA) because it is not a project which has a potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment, pursuant to CEQA Guideline section 15378. 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

- Resolution/Exhibit A – Professional Services Agreement

### CONTACT

Jen Santos, [jsantos@srcity.org](mailto:jsantos@srcity.org), 543-3781