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DEPARTMENT OF
PARKS AND RECREATION

**CITY OF SACRAMENTO
CALIFORNIA**

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SACRAMENTO, CA
95814-2997

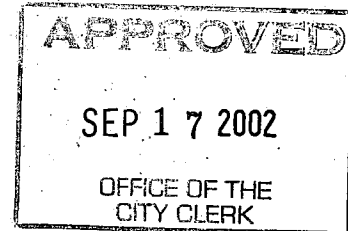
PARK PLANNING, DESIGN &
DEVELOPMENT DIVISION

(916) 264-8529
FAX 264-8266

September 5, 2002

City Council
Sacramento, California

06-2002-168



Honorable Members in Session:

SUBJECT: SUSPEND COMPETITIVE BIDDING AND AUTHORIZE THE CITY MANAGER TO NEGOTIATE AND ENTER INTO CONSULTANT SERVICES AGREEMENTS WITH FOOTHILL ASSOCIATES FOR PROJECT MANAGEMENT, GRANT ADMINISTRATION AND SUPPORT SERVICES

LOCATION AND COUNCIL DISTRICT: Council Districts 1 and 2.

RECOMMENDATION:

Staff recommends that City Council, by resolution:

- Suspend formal competitive bidding (2/3 vote required) and approve the sole source of consultant services agreements for project management, grant administration and support services with Foothill Associates;
- Reset the City Manager's signature authority, and authorize the City Manager to enter into a contract totaling no more than \$185,270 (\$73,150 for Ueda Parkway and \$112,120 for Arcade Creek/Longview Oaks).

CONTACT PERSON: JANET R. BAKER, INTERIM PARK DEVELOPMENT MANAGER, 264-8234

FOR COUNCIL MEETING OF: September 17, 2002

SUMMARY:

This report requests authorization to enter into two contracts with Foothill Associates without formal competitive bidding, to allow Foothill Associates to continue its work on two projects: Ueda Parkway and Arcade Creek/Longview Oaks.



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COMMITTEE/COMMISSION ACTION:

Not Applicable.

BACKGROUND:

The Park Planning, Design, and Development Section (PPDD) of the Department of Parks and Recreation has recently taken a more active role in the development of off-street recreation trails and management planning of natural systems such as vernal pools and watersheds. Lacking the expertise required for such projects, the Department has relied on consulting services to provide the project management to address the unique aspects of these projects that set them apart from the traditional neighborhood and community parks. For two projects in particular, Ueda Parkway and Arcade Creek/Longview Oaks, the Department has used Foothill Associates for project management.

Foothill Associates' previous contracts for the Ueda Parkway project includes \$52,500 for the original contract amount and an amendment for the addition of \$17,070, making the total of \$69,570. For Arcade Creek/Longview Oaks, Foothill Associates have a total of two previous contracts with the City for a total of \$116,000. A project history and contract summary is provided in Exhibits A and B.

Currently, PPDD staff intends to take a more direct role in providing oversight to these projects. However, staff requires the continued services of Foothill Associate's because of its technical expertise, knowledge of the history and issues of these complex projects, and the relationships that they have developed with the numerous jurisdictional entities involved. Additionally, Foothill Associates provide an interdisciplinary staff of regulatory specialist, biologists, natural resource and watershed planners, landscape architects, certified arborists, geographic information system technicians, and graphic designers.

With Council support, Foothill Associates will continue its project management of Ueda Parkway and Arcade Creek/Longview Oaks with the following scopes:

Arcade Creek (\$112,120): This project scope will include activities associated with the Arcade Watershed Management Plan and the development of the Longview Oaks parcel which is currently being added into the Del Paso Regional Park. Tasks include completion of the Arcade Creek Management Plan, preparation and establishment of the native grass revegetation site, completion of vernal pools and detention pond, WPA culvert repair, and the planting of oak tree seedlings.

The Ueda Parkway (\$73,150): The project scope for Ueda Parkway includes the completion of environmental documentation and required permitting, oversight of the right-of-way engineering study, and project coordination and information sharing with City staff and other jurisdictions such as RD 1000 and the American River Flood Control District, neighborhood groups, and special interest groups.

A detailed scope for each of these projects is attached (See Exhibits C and D).

FINANCIAL CONSIDERATIONS:

No additional funding is requested with this report. Consulting services costs will be billed to the individual projects or will be paid through grants that have been received for the associated capital improvement project (CIP).

ENVIRONMENTAL CONSIDERATIONS:

The proposed actions in this report are administrative and do not constitute a project under CEQA.

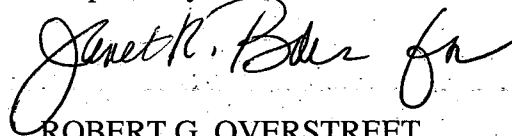
POLICY CONSIDERATIONS:

The proposed actions requested in this report are consistent with the City Council's Strategic Plan goals to preserve and expand open space and recreation opportunities and to establish and strengthen regional and other partnerships to enhance the quality of life.

ESBD CONSIDERATIONS:

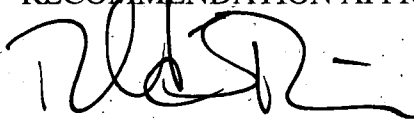
Foothill Associates is certified as an ESBD firm.

Respectfully Submitted,



ROBERT G. OVERSTREET
Director of Parks and Recreation

RECOMMENDATION APPROVED:



ROBERT P. THOMAS
City Manager

ATTACHMENTS:

- Exhibit A: Contract History Summary
- Exhibit B: Project History and its relation to Foothill Associates
- Exhibit C: Scope of Services for Ueda Parkway
- Exhibit D: Scope of Services for Arcade Creek

Exhibit A

Foothill Associates CONTRACT SUMMARY

For Ueda Parkway and Arcade Creek/Longview Oaks

Ueda Parkway

This project is funded through several sources: 1) Caltrans (Congestion Mitigation and Air Quality Program), 2) the Transportation Development Act, 3) and South Natomas Facilities Benefits Fund, and 4) the Environmental Enhancement and Mitigation Program Grant.

Contract #1: (12/1/2001 through 6/30/02)		\$52,500
Contract Amendment to add funding to the initial contract		\$17,070
New Contract for 7/1/02 through 6/30/03		
Environmental Documents	4,000	
Required Permitting	6,010	
Construction Documents	9,000	
ROW Engineering and Acquisition	9,760	
Funding	2,000	
Project Coordination		
Coordination and Communication	16,100	
Budgeting	3,000	
Management Plan	11,270	
Miscellaneous	12,010	
	New Contract Total	\$73,150
TOTAL FOR ALL CONTRACT FOR UEDA PARKWAY		\$142,720

Arcade Creek/Longview Oaks

This project has three funding sources: 1) a grant from the Environmental Protection Agency, 2) an Urban Stream Restoration grant from the Department of Water Resources, and 3) the Sacramento Area Flood Control Agency.

Contract #1: for Project Mgt. And Support		\$18,000
Contract #2: Contract (12/1/2001 through 6/30/02)		
Feasibility Study	55,000	
Vernal Pool and Detention Wetland Design	19,000	
Beginning Watershed Plan Development, public outreach and GIS & Base Mapping	24,000	
	Contract #2 Total	\$98,000
New Contract for 7/1/02 through 6/30/03:		
Road Removal	9,500	
Prepare Native Grass Revegetation Site	6,700	
WPA Culvert Repair	4,500	
Completion of Vernal Pools and Detention Pond	25,000	
Plant Oak Tree Seedlings	920	
Plant Monitoring and Maintenance Plan	10,000	
Establish Native Grasslands	15,000	
Completion of Arcade Creek Watershed Plan	32,500	
Completion of Public Outreach	8,000	
	New Contract Total	\$112,120
TOTAL FOR ALL CONTRACT FOR ARCADE CREEK		\$210,120

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Exhibit B

Foothill Associates PROJECT HISTORY

For Ueda Parkway and Arcade Creek/Longview Oaks

Ueda Parkway

- 1991 – EIS is completed
- 1992 – Ueda bike trail is incorporated into a larger American River flood control project by the Corp of Engineers.
- 1995 – The Corp of Engineers hires Jones & Stokes to develop construction documents for the recreation trail and its related amenities.
- 1998 – City staff was in the process of developing the Ueda Parkway Plan which provided a geographical scope for the parkway. Staff was also successful at grant writing efforts and was awarded grants through Caltrans' Environmental Enhancement Program.
- 1999 – CEQA documentation was completed.
- 2000 – Foothill was hired to address the projects, including Ueda Project, that were left unmanaged through the sudden departure of a staff member. This included sorting through files, reconstructing information, providing updates, and reconnecting with other entities and groups that have jurisdictional responsibilities and/or interest in the project. Her charge was to assure continuous progress on the various projects. Tasks included fulfilling NEPA requirements, complete technical studies, and provide oversight to the construction documents.
- 2001 – Because of Foothill Associates' in-depth knowledge of the Ueda Parkway Project and its technical resources and time that Department staff was unable to provide, the Department entered into a contract with Foothill Associates to provide project management for the project.
- 2002 – The planning stage of this project, which includes the development of the construction document, the right-of-way engineering study, and the environmental and permitting requirements is nearing completion. Department staff believes this is a critical point for the project and the continuation of contracting services with Foothill Associates would be the insure the greatest efficiency of time, staff resources, and funding.

Arcade Creek/Longview Oaks

The Department of Utilities contracted with Foothill Associates to gather information and write the grant application for the EPA grant. The Department of Parks and Recreation also contracted with Foothill Associates to write the complementary grant application for the Urban Streams Restoration Program offered through the Department of Water Resources. Once the grants were awarded, the Department of Parks and Recreation contracted with Foothill Associates because of their knowledge of and resources associated with the project.

Exhibit C

Foothill Associates SCOPE OF SERVICES For Ueda Parkway

Project Management and Support Services

Foothill Associates shall provide ongoing project management and technical and administrative support services to oversee the planning process for Ueda Parkway. Services shall be provided on a time and materials basis not to exceed \$73,150 during the period from July 1, 2002 through June 30, 2003. This includes the oversight of the right-of-way engineering study and acquisition. Services to be provided include coordination with other City departments and public agencies as needed to facilitate:

ENVIRONMENTAL DOCUMENTS

1. Completion of NEPA environmental review, including preparation of a biological assessment for Giant Garter Snake as required by the USFWS (estimated completion date November, 2002, but dependent on USFWS staff availability)

Estimated Time & Materials: \$4,000

REQUIRED PERMITTING

2. Project permitting, specifically:
 - Clean Water Act Section 404 Nationwide Permit for Approved Categorical Exclusions (estimated completion date: November 2002)
 - Water Quality Certification/Waiver (estimated completion date November, 2002)
 - Streambed Alteration Agreement (estimated completion date November, 2002)
 - Endangered Species Act Section 7 Permit for Giant Garter Snake (estimated completion date November, 2002)

Estimated Time & Materials: \$6,010

CONSTRUCTION DOCUMENTS

3. Review revisions and approval of construction drawings being prepared by Jones & Stokes Associates, Inc. (estimated completion date 4 months after approval of new JSA contract)

Estimated Time & Materials: \$9,000

ROW ENGINEERING AND ACQUISITION

4. Coordinate acquisition of necessary right of way, including completion of right of way engineering services to be provided by Psomas Engineering (estimated completion date August, 2003)

Estimated Time & Materials: \$9,760

FUNDING

5. Applications for additional project funding (estimated completion date – ongoing)
6. Assist Staff with tracking project funding

Estimated Time & Materials: \$2,000

PROJECT COORDINATION

A. Coordination & Communication

7. Coordinate and facilitate team meetings, or meeting with team members as needed.
8. Attend Community meetings when necessary to inform and update community and interested parties.

Estimated Time & Materials: \$16,100

B. Budgeting

9. Assist City Staff in tracking project expenditures.

Estimated Time & Materials: \$3,000

C. Management Plan

10. Development of the Ueda Parkway Management Plan (estimated completion date October, 2002)

Estimated Time & Materials: \$11,270

D. Miscellaneous

11. Other tasks as assigned

Estimated Time & Materials: \$12,010

DELIVERABLES

1. Completion of required NEPA & CEQA environmental documentation.
2. All required permitting completed and filed
3. Management Plan
4. Management Plan Memorandum of Understanding
5. Submit regular status reports with monthly invoices. This status reports should include:
 - status of ROW engineering and acquisition
 - tasks that have been accomplished and corresponding expense
 - next tasks to be addressed
 - identification of possible problems and suggested solutions
 - identification of possible budget modification and explanations
 - identification of tasks and expenses that fall under “Miscellaneous” (D:11).

Exhibit D

Foothill Associates SCOPE OF SERVICES For Arcade Creek/Longview Oaks

Department of Water Resources (DWR) Grant

Task One:	Road Removal - 600 LF	\$ 9,500
	Coordinate removal and disposal of abandoned asphalt road.	
Task Two:	Prepare Native Grass Revegetation Site	\$ 6,700
	Subcontract for mechanical and chemical methods to prepare approximately 2-acre site for revegetation with native grass species. Preparation methods may include mowing, tilling, and application of pre-emergent, systemic or foliar herbicide to significantly reduce germination of non-native species. All herbicides will be applied by a licensed applicator. Site preparation approach will be submitted to and coordinated with Parks Maintenance prior to implementation.	
Task Three:	WPA Culvert Repair	\$ 4,500
	Contract for repair of historic masonry bridge and cleaning out of culvert. Masonry restoration approach will be submitted to and coordinated with Parks Maintenance and prior to implementation.	
Task Four:	Construct Vernal Pools and Detention Pond	\$25,000
	Coordinate and subcontract for construction of vernal pools and stormwater wetland. Construction plan and schedule will be submitted to and coordinated with Parks Maintenance prior to implementation.	
Task Five:	Plant Oak Tree Seedlings	\$ 920
	Coordinate with California Native Plant Society volunteers to purchase and plant 100 1-gallon oak tree seedlings in appropriate locations. Planting plan will be submitted to and coordinated with Parks Maintenance and prior to implementation.	
Task Six:	Plant Monitoring and Maintenance Plan	\$10,000
	Develop the Longview Oaks Restoration Monitoring and Management Plan describing how the restored vegetation and human uses will be managed and the types and frequency of monitoring that will be done to track progress of the restoration. Submit plan to Parks Maintenance and CNPS for review and comment. Plan will include implementation cost estimate.	

Task Seven: Establish Native Grassland **\$15,000**

Design planting plan and specification to establish approximately 2 acres of native grass species. Review plan with Parks Maintenance and California Native Plants Society. Subcontract installation with qualified landscape restoration contractor and provide onsite review of installation.

Time and Materials Estimate of tasks under DWR Grant: \$62,120

Environmental Protection Agency (EPA) Grant

Task Eight: Arcade Creek Watershed Plan **\$32,500**

Complete development of Arcade Creek Watershed Plan in coordination with other Arcade Creek Watershed Group stakeholders. Watershed Plan will be submitted in draft form by December 31, 2002. Review and revisions to complete a plan approved by the Arcade Creek Watershed Group will be completed by January 31, 2003.

Task Nine: Public Outreach **\$ 8,000**

Continue public outreach efforts and facilitation of the Arcade Creek Watershed Group for a total of at least six watershed group meetings between April, 2002 and April, 2003.

Time and Materials Estimate of tasks under EPA Grant: \$40,500

TOTAL CONTRACT AMOUNT \$112,120



RESOLUTION NO. 2002-627
ADOPTED BY THE SACRAMENTO CITY COUNCIL

ON THE DATE OF: _____

RESOLUTION TO SUSPEND COMPETITIVE BIDDING AND AUTHORIZE THE CITY MANAGER TO NEGOTIATE AND ENTER INTO CONSULTANT SERVICES AGREEMENTS WITH FOOTHILL ASSOCIATES FOR PROJECT MANAGEMENT, GRANT ADMINISTRATION AND SUPPORT SERVICES

BE IT RESOLVED THAT THE COUNCIL OF THE CITY OF SACRAMENTO:

The City Council hereby:

1. Suspends formal competitive bidding (2/3 vote required) and approve the sole source of consultant services agreements for project management, grant administration and support services with Foothill Associates;
2. Reset the City Manager's signature authority, and authorize the City Manager to enter into a contract totaling no more than \$185,270 (\$73,150 for Ueda Parkway and \$112,120 for Arcade Creek/Longview Oaks).

MAYOR

ATTEST:

CITY CLERK

FOR CITY CLERK USE ONLY

RESOLUTION NO.: _____

DATE ADOPTED: _____

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