



RECREATION AND COMMUNITY SERVICES DEPARTMENT

CITY HALL

10300 TORRE AVENUE • CUPERTINO, CA 95014-3255

TELEPHONE: (408) 777-3111 www.cupertino.org

CITY COUNCIL STAFF REPORT

Meeting: August 18, 2015

Subject

Agreement for consultant services for the Citywide Parks, Open Space and Recreation Master Plan.

Recommendation

Authorize the City Manager to negotiate and execute a consultant services agreement for preparation of a citywide Parks, Open Space and Recreation Master Plan for a fee not to exceed \$375,000 and authorize a contingency allowance not to exceed 10% of the total amount of the contract subject to approval of the City Manager.

Background

The Capital Improvements Program budget includes a new capital project to prepare a citywide master plan to address the city's long-term needs and goals for parks, recreation and open space. Objectives of the process include identifying the values of the community, providing a citywide vision for park and recreation facilities, establishing priorities for implementation, and developing a strategic direction for delivery of programs.

Discussion

A consultant selection process was initiated to select a consultant team to provide the professional services needed to develop the master plan. A Request for Proposals was issued in June 2015. Proposals from interested firms were received in July and reviewed for qualifications. The most highly qualified firms were interviewed and evaluated based upon selection criteria in early August and then references were checked. Based upon this process, the firm of RHAA (Royston Hanamoto Alley & Abey) based in Mill Valley, California was selected as the top choice for this project.

If approved, the consultant services agreement is expected to be negotiated and finalized this month and services will commence immediately thereafter. The scope of the work is projected to span approximately 16-18 months. The project tasks will be

organized into several phases, with public engagement incorporated throughout. The tasks include:

- Evaluate Existing Conditions: review of policies and standards; inventory and analysis of existing parks, open space and recreation facilities; review and analysis of recreation programs; and analysis of demographics
- Public Input: community outreach; gather community input; assess community needs and goals
- Draft Plan Elements: prepare elements for a draft master plan report building upon data, analysis and community input. Include analysis and assessment of facilities and programs; policies, recommendations, action items, goals, strategies; preliminary project list; prioritization framework; capital projects for short, medium and long-term; planning-level capital and operating costs and potential funding resources; invite public input
- Park Site Master Plans and Public Input: prepare individual concept plans for each park site and invite public input
- Draft Master Plan and Public Input
- Finalize Master Plan

Staff recommends that Council authorize the City Manager to negotiate and execute an agreement with RHAA to develop a Citywide Parks, Open Space and Recreation Master Plan for a fee not-to-exceed \$375,000 for the scope of services. Staff also recommends authorizing the City Manager to include a contingency allowance for potential additional services that fall within the scope of the overall project budget, with such contingency funds to be expended only upon advance written authorization by the City Manager and for services that exceed the scope identified in the agreement.

Fiscal Impact

The Citywide Parks, Open Space and Recreation Master Plan capital improvement project is funded at \$500,000. The recommended agreement meets the existing project budget.

Sustainability Impact

This project will support the city's sustainability and environmental policies and objectives.

Prepared by: Gail Seeds, Park Improvement Manager

Reviewed by: Carol Atwood, Director of Recreation and Community Services

Approved for Submission by: David Brandt, City Manager