



CITY COUNCIL AGENDA REPORT

Meeting Date: July 14, 2022

From: Noreen Leek, Parks & Recreation Director

Subject: Award of Contract to CMG Landscape Architecture for the Master Planning of Sierra Point Open Space and Parks

Community Goal/Result

Community Building

Purpose

Develop the City's park system and public spaces for community interactions, enhance connectivity, and provide additional opportunities for recreation through the master planning process.

Recommendation

Award the contract for the master planning of Sierra Point open space and parks to CMG Landscape Architecture, in the amount of \$199,758.00.

Background

In June 2021, the City issued a solicitation for Letters of Interest (LOI) from qualified Landscape Architects and Park Planning firms to develop an open space and parks master plan at Sierra Point. The vision for the project includes passive and active recreational opportunities intended to engage the public and promote integration with the surrounding areas including the Marina, the San Francisco Bay Trail, and adjacent businesses. The consultant will be responsible for implementing a robust community engagement process that solicits input from community members, advisory bodies, and key stakeholder groups.

Prospective firms were asked to demonstrate successful recent local experience in the design of open space and parks. Prior work with San Mateo County municipalities and/or one or more of the nine San Francisco Bay Area counties that resulted in a successfully developed park or open space plan of comparable size was preferred. Direct experience working with the Bay Conservation and Development Commission (BCDC) was noted highly desirable. A total of fifteen (15) LOI's were received within the deadline. The Council subcommittee reviewed these responses in October and selected four firms to place on the short list to move forward in the process: CMG, Hargreaves Jones, SWA, and TS Studio.

Discussion

The Council subcommittee directed staff to draft a formal RFP to issue to the short-listed firms. The firms who submitted responsive proposals included CMG, SWA, and TS Studio. Hargreaves Jones ultimately did not submit a proposal for the project due to staffing/project capacity.

This Spring, the Council subcommittee reviewed & discussed the proposals and elected to conduct interviews with all three short-listed firms to inform their decision-making process. Following interviews, staff was directed to negotiate terms with the preferred prospective consultant to refine

their project scope and eliminate subconsultants subsequently reducing the cost of services. Their formal proposal which incorporates these revisions is provided herein as Attachment 1. If awarded, CMG anticipates commencing the process in September and the projected timeline for completion is approximately 4 months.

Fiscal Impact

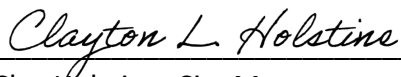
The cost of CMG’s master planning services for this project is \$199,758.00 and will be paid for using the Park Development Capital Projects Fund (Fund 455) which is designated for Parcel P.

Attachments

1. CMG Proposal Packet



Noreen Leek, Parks & Recreation Director



Clay Holstine, City Manager

Landscape Architecture Services Proposal

For

City of Brisbane, CA

Sierra Point Open Space + Parks Master Plan

To

Noreen Leek

Director, Parks & Recreation

April 18, 2022

CMG

Landscape Architecture

PROJECT UNDERSTANDING

CMG Landscape Architecture has been requested to provide landscape architecture services for the City of Brisbane Parks and Recreation Department. CMG will be contracted to the City of Brisbane for this work.

The Open Space and Parks Master Plan will guide future open space improvements while maintaining these important goals: enhance the natural environment of the landscape, reinforce existing and create connections with landscape improvements, and support social and cultural life outdoors with arts and recreation. The first step in this process will be to complete a constraints and opportunities analysis that will form the basis of the master plan. CMG will develop alternative master plan concepts for client and stakeholder review and then prepare a final master plan and report. The Open Space and Parks Master Plan will guide functional and aesthetic improvement of the landscape to manifest the City and stakeholder vision and goals. CMG will provide services as described herein.

SCHEDULE

16 week process.

- Task 1 Discovery: 4 weeks
- Task 2 Exploration: 6 weeks
- Task 3 Resolution: 6 weeks

PROJECT AREA

See Attachment D

SCOPE OF SERVICES

1. Attend planning team meetings to coordinate Constraints Analysis and Master Plan development.
2. Attend stakeholder interviews and meetings to inform desired program and character of improvements.
3. Attend community workshops to inform desired program and character of improvements.
4. Attend planning client presentations to confirm Master Plan approach.
5. Gather and review existing reports and data provided by client, including:
 - a. Arborist Reports
 - b. Geotechnical reports/landfill conditions
 - c. Site surveys including topography and infrastructure
6. Establish vision, goals and confirm priorities for landscape improvements.
7. Provide site analysis, and constraints and opportunities assessment.
8. Framework plan development of landscape systems, resources, elements and uses.
9. Produce Open Space and Parks Master Plan report content, graphics, and narrative.

Exclusions to Scope of Services

The following services and items are excluded for this fee estimate.

1. Documents and materials, including legal, topographic, utility surveys, geotechnical reports, soils testing, environmental studies, cultural resource reports.
2. Structural, Mechanical, electrical and civil engineering.
3. Environmental and archaeological services
4. Historic analysis
5. Signage and environmental graphics
6. Permitting
7. Presentations and meetings not described below; these shall be provided as additional services.

PROCEDURE

For landscape development of the master plan we anticipate the project will proceed in tasks as follows. Tasks may be altered as necessary for coordination with the client and consultant team. The following is based on the current understanding of schedule and scope of work:

Task 1: Discovery

CMG will talk with stakeholders, conduct a site walk with the client and review existing reports and data. This phase is foundational to CMG's understanding of the existing Sierra Point landscape. Diagrams will present key landscape systems and identify constraints and opportunities for improvement of the project area for social, cultural, ecological, and sustainability goals.

- Project Set-up: create work plan and confirm meeting and submittal dates.
- Data Gathering and Review
- Existing Site Conditions Inventory and Analysis Diagrams for study area:
 - Legacy & Landfill
 - Hydrology & Infrastructure
 - Features & Resources
 - Environment & Ecology
 - Program & Public Spaces
 - Mobility: Pedestrians, Bikes, Vehicles
 - Shoreline & Sea-level Rise
- Develop Landscape Vision and Goals to support City aspirations, based on our research and analysis:
 - CMG will prepare Principles and Goals to guide improvement of the landscape.
 - One round of stakeholder review and comment for revision and refinement.
- Develop Public Participation Plan
- Develop draft master plan report Table of Contents—confirm content.

Meetings & Workshops – See Task 4

Deliverables:

- Project Schedule
- Inventory and Analysis Diagrams

- Public Participation Plan
- Draft master plan vision and goals
- Draft master plan report table of contents

Task 2: Exploration:

This task includes development of alternative approaches for master plan concepts within the study area, and coordination with the stakeholders. The alternative plans will be used to solicit stakeholder feedback for the development of a preferred plan. Plans will illustrate the implementation of vision and goals. Up to 3 alternative conceptual site designs will be prepared to illustrate organization and layout of the landscape, recreational amenities, and site features, and indicate ecological character. Plans will be evaluated for potential carbon sequestration and Climate positive Design value using Pathfinder software. Rough order of magnitude pricing will be developed based on the concept plans.

- Plans will include:
 - Program, Art and Public Spaces
 - Environment and Ecology
 - Mobility
 - Shoreline & Sea-level Rise

Meetings & Workshops – See Task 4

Deliverables:

- Up to 3 alternative illustrative concept plans
- Climate Positive Design analysis
- ROM cost estimate for concept plans

Task 3: Resolution

This task includes refinement of the preferred landscape master plan concept, and coordination with the stakeholders. Draft and final Open Space and Parks master plan report will be provided for stakeholder review and comment.

- Preferred plan development
- Illustrative Site Plan
- Landscape framework diagrams
- 3 Illustrative Views
- Site sections
- Climate Positive Design analysis
- Implementation/phasing plan based on estimated price of improvements and Sierra Point development schedule.
- Draft and Final master plan report—graphics and narrative.

Meetings & Workshops – See Task 4

Deliverables:

- Illustrative plan
- Landscape diagrams:
 - Program, Art and Public Spaces

- Environment and Ecology
 - Mobility
 - Shoreline & Sea-level Rise
 - Implementation and phasing
- 3 illustrative views
 - Site sections
 - Climate Positive Design analysis
 - Cost estimate for plan improvements
 - Implementation/phasing plan
 - Draft and Final master plan document:
 - Landscape narrative
 - Environment and Ecology narrative
 - Shoreline and sea level rise narrative

Task 4: Meetings and Presentations

This proposal accounts for the following meetings, interviews, presentations, and workshops. Except for the site walk all meetings are assumed to be web based but can be in person. If more collaboration and stakeholder involvement is desired, more meetings can be added, and the fee adjusted as necessary:

Part I:

- Scope and Schedule Confirmation meeting
- Team kick-off meeting
- Site reconnaissance
- Public participation planning
- Bi-weekly / twice a month project management meetings

Part II:

- (10) Interviews / small group discussions

Part III:

- Task 1 Workshop
- Task 1 Pop-up/site event
- Task 2 Workshop
- Task 2 Pop-up/site event
- Task 3 Workshop
- Task 3 Pop-up/site event

Part IV:

- (2) Master plan presentations--one to the City project committee and one to City Council.

COMPENSATION

Fees shall be provided on an hourly time and material basis not to exceed the following estimate without prior approval by client. The client shall be updated regularly as to the fee spent to-date.

<i>Task 1: Discovery</i>	<i>\$19,405</i>
<i>Task 2: Exploration</i>	<i>\$45,940</i>
<i>Task 3: Resolution</i>	<i>\$82,958</i>
<i>Task 4: Meetings & Presentations</i>	<i>\$51,455</i>
Total	\$199,758

Additional Services

Additional services shall be charged at hourly rates as defined in Attachment A.

Reimbursable Expenses

Reimbursable expenses such as travel, printing, photography, delivery, fax, telephone, and other direct expenses shall be billed at direct cost plus 10% over and above the Basic Service Fee.

Invoices

Invoices shall be prepared monthly for progress payments based on time and materials.

Accounts are payable net 60 days from date of invoice. A service charge of 1.25% of invoice amount per month shall be applied to all accounts not paid within 90 days of invoice date.

Approval

This agreement is between CMG and the City of Brisbane. Noreen Leek, Brisbane Director of Parks and Recreation Department, will provide client direction.

ATTACHMENT A

RATE SCHEDULE 2022

(All Rates Indicated Shall Be in Effect from January 1, 2022 until December 31, 2022)

PLANNING AND DESIGN SERVICES BILLING RATES

Principal	\$245 - \$320
LA-5 Senior Project Manager/ Senior Landscape Architect	\$205
LA-4 Project Manager/ Landscape Architect	\$180
LA-3 Project Captain	\$158
LA-2 Project Designer	\$138
LA-1 Designer	\$125
CAD Tech/Intern	\$80
Project Assistant	\$85

MISCELLANEOUS FEES

The following services and fees are billed at cost plus 10%

- Subcontracted Services
- Transportation, meals, and lodging for overnight travel and incidental travel expenses.
- Commercial delivery services, including Federal Express, Express Mail and Messenger Services.
- Printing and Copies

MILEAGE

Unless agreed otherwise in the Professional Services Agreement, CMG charges all project related mileage at the prevailing IRS rate per mile.

OFFICE REPROGRAPHICS CHARGES

B&W Plot-Bond	\$1.65/sf
Color Plot-Bond	\$5.50/sf
Color Plot-Presentation Satin	\$8.25/sf
Color Laser 8.5x11	\$0.25ea
Color Laser 11x17	\$0.50ea
B&W Laser 8.5x11	\$0.10ea
B&W Laser 11x17	\$0.20ea
Color Photocopies (up to 11"x17")	\$0.50ea

ATTACHMENT B

Supplementary Additional Services

The following services are not included in the Basic Services and shall be in addition to the compensation for Basic Services. These services shall only be provided if authorized in writing by the Owner:

1. Specifically requested presentation material, renderings and/or presentation models. Basic Services excludes renderings and in-house study models.
2. Public presentations involving design review, planning departments and other agencies including time spent to generate specifically required documents or presentation material as well as travel, meeting and presentation time beyond what is described in the Proposal.
3. Services resulting from discrepancies, errors, or inaccuracies shown in Owner-furnished documents and materials, including legal, topographic, utility surveys, geotechnical reports, soils testing, tree reports or arborist services, or unforeseen conditions in Owner-provided information.
4. Consultations required to respond to third party reviews and the preparation of any resulting revisions beyond what is described in the Proposal.
5. Redesign services requested to accommodate material changes to design components previously designed and approved by Owner.
6. Significant change in the Project including, but not limited to, size, quality, complexity, the Owner's schedule, budget, or procurement method.
7. Enactment or revision of codes, laws or regulations or official interpretations which necessitate changes to previously prepared Instruments of Service;
8. Services in connection with any public hearing, arbitration, or legal proceedings with respect to the project where Consultant is not a party, including assistance in preparation for litigation or arbitration or as a witness or consultant.
9. Services connected with the preparation of documents for alternate bids or for phased or fast-track design and/or construction.
10. Work performed out of the sequence established in this agreement, or if design and documentation of the project is phased or divided into separate documentation packages.
11. Services provided between project phases (interphase services).

ATTACHMENT C

INSURANCE AND LICENSURE**Professional Liability, General Liability and Automobile Liability Coverages**

The Landscape Architect shall, at its own expense, maintain during the performance of this contract professional liability, general liability, and auto liability insurance in the coverage amount as provided below.

1 of 1

1. Professional Liability Insurance shall include coverage for claims for professional acts, errors or omissions and shall not be less than two million (\$2,000,000.00) per claim and two million (\$4,000,000.00) in the aggregate.
2. Commercial General Liability Insurance shall include coverage for bodily injury, property damage and personal injury for premises operations, products/completed operations and contractual liability. The amount of the insurance shall not be less than two million (\$2,000,000.00) per occurrence and four million (\$4,000,000.00) in the aggregate.
3. Automobile Liability Insurance shall include coverage for bodily injury and property damage for owned (if any), hired and non-owned vehicles and shall not be less than two million (\$2,000,000.00), combined single limit for any one occurrence.
4. Umbrella Liability shall include coverage for bodily injury and property damage for owned (if any), hired and non-owned vehicles and shall not be less than five million (\$5,000,000.00) per claim and five million (\$5,000,000.00) in the aggregate.

Workers Compensation

The Landscape Architect shall, at its own expense, maintain during the performance of this contract, workers compensation insurance in compliance with state's workers' compensation laws.

Additional Insurance Provisions

1. The Owner shall have the right to inspect or obtain a copy of the original policies of insurance.
2. At the Owners request the Architect shall furnish to the Owner required certificates and endorsements.

Licenses

Kevin Conger is a licensed Landscape Architect in the State of California.
Willett Moss is a licensed Landscape Architect in the State of California.
Chris Guillard is a licensed Landscape Architect in the State of California.
Jamie Phillips is a licensed Landscape Architect in the State of California.

Landscape Architects are regulated by the State of California. Any questions concerning a Landscape Architect may be referred to the Landscape Architects Technical Committee at:

Landscape Architects Technical Committee
2420 Del Paso Road, Suite 105, Sacramento, CA 95834
(916) 575-7230