



# Folsom City Council Staff Report

<b>MEETING DATE:</b>	8/25/2020
<b>AGENDA SECTION:</b>	Consent Calendar
<b>SUBJECT:</b>	Resolution No. 10513 – A Resolution Authorizing the City Manager to Execute a Design Consulting Services Agreement with Wilson Design Studio for the Benevento Family Park and Neighborhood Park #3 Projects
<b>FROM:</b>	Parks and Recreation Department

**RECOMMENDATION / CITY COUNCIL ACTION**

Staff recommends the City Council approve Resolution No. 10513 – A Resolution Authorizing the City Manager to Execute a Design Consulting Services Agreement with Wilson Design Studio for the Benevento Family Park and Neighborhood Park #3 Projects.

**BACKGROUND / ISSUE**

The City of Folsom Parks and Recreation Master Plan identifies a future 19.0-acre park site, of which approximately 9.0-acres are to be developed, referred to as Park Site #51 and now known as Benevento Family Park. The park site is located on Broadstone Parkway and Carpenter Hill Drive (Attachment 2). It is adjacent to Vista del Lago High School.

The City of Folsom Parks and Recreation Master Plan also identifies a future 11.7-acre site in the Folsom Plan Area, referred to as Neighborhood Park #3. This park site is located along Mangini Parkway across from Wildflower Way (Attachment 3). It is adjacent to Mangini Ranch Elementary School which is currently under construction.

The process for developing a new park starts with the Master Development Plan process with the resulting Draft Master Development Plan reviewed for compliance under the California Environmental Quality Act (CEQA). Upon approval, the Master Development Plan provides the design intent and guidance for the production of construction drawings and specifications which are then used for bidding and ultimately construction of the project.

The Parks and Recreation Department issued a Request for Proposal (RFP) for Park Planning services for Benevento Family Park and Folsom Plan Area – Neighborhood Park #3 on March 2, 2020. The planning process for both parks includes an updated Rough Order of Magnitude (ROM) Cost Estimate, Master Development Plan, community outreach, preparation of construction documents and specifications, bidding assistance and construction administration assistance.

The Parks and Recreation Master Plan identifies the following programmed elements for the two park sites as identified below.

**Benevento Family Park**

- Youth Ball Field (lighted)
- Soccer and Cricket overlay on outfield (lighted)
- Pond Improvements (potential fishing dock)
- Children’s Play Area
- Group Picnic Areas (two)
- Restroom Building
- Parking Lot

**Neighborhood Park #3**

- Youth Ball Field (lighted)
- Soccer Field (lighted)
- Basketball Court (lighted)
- Children’s Play Area
- Group Picnic Areas
- Restroom Building
- Parking Lot

**POLICY / RULE**

Pursuant to Section 2.36.080 of the Folsom Municipal Code, contracts for services costing \$62,014 or greater shall be awarded by the City Council.

In accordance with Section 2.36.110(G) of the Folsom Municipal Code, the award of a negotiated bid proposal shall be made to the responsible offeror whose proposal is determined to be the most advantageous to the City, taking into consideration price and the evaluation factors set forth in the request for proposals.

**ANALYSIS**

As required by Section 2.36.110 of the Folsom Municipal Code, the park design RFP was publicly advertised, and the original due date of March 30, 2020 was extended to April 30, 2020 due to the COVID-19 public health emergency. A total of 13 proposals were received by April 30. A full review of the 13 proposals was conducted by staff from the Parks and Recreation Department, and the proposals were evaluated based on a weighted response to the following requested proposal criteria (evaluation factors):

<b>Criteria</b>	<b>Potential Points</b>
1. Vision/Understanding	15
2. Project Issues Identification & Resolution Strategies	20
3. Discussion of Scope of Work	15
4. Qualifications/ Experience / References	20
5. Work Schedule	5
6. Staff Resumes (assigned to the project)	10
7. Cost Proposal	15
<b>Total Potential Points</b>	<b>100</b>

The proposal scores of the top five firms are listed below. The top five firms were then invited for virtual interviews with Parks and Recreation Department staff and one Parks and Recreation Commissioner. There were seven interview questions worth five points each for a total of 35 points.

Based on project vision and understanding, grasp of the City of Folsom and its distinctive characteristics, flexibility to modify scope/process if needed, their approach to community outreach in the new COVID-19 environment, and their vision and ability to capture efficiencies and savings where possible, the top ranked firm for the interview was identified as Wilson Design Studio.

The top five firms received the following rankings for their proposals and interviews:

<b>Firm</b>	<b>Wilson Design Studio</b>	<b>Verde Design</b>	<b>Gates &amp; Associates</b>	<b>RRM</b>	<b>LPA</b>
Proposal Points	96.33	95.33	91.33	87.00	79.67
Interview Points	32.88	26.13	26.88	23.88	21.88
<b>Total Points</b>	<b>129.21</b>	<b>121.46</b>	<b>118.21</b>	<b>110.88</b>	<b>101.55</b>
<b>Ranking</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<i>Cost Proposal</i>					
Benevento	\$400,000	\$392,011	\$340,178	\$461,696	\$552,000
NP#3	\$490,000	\$396,575	\$309,338	\$447,181	\$528,000
<b>Total:</b>	<b>\$890,000</b>	<b>\$788,586</b>	<b>\$649,516</b>	<b>\$908,877</b>	<b>\$1,080,000</b>

It was originally intended that the design of Benevento Family Park would occur before that of Neighborhood Park #3 so that the two project efforts were staggered. However, given the recent direction by City Council at the May 26, 2020 City Council meeting, staff was

directed to further discuss the options for completing Benevento Family Park with the Parks and Recreation Commission. One other aspect of direction from the City Council was that additional funding be allocated to much-needed park renovation projects, which could change how and when Benevento Family Park is completed. . As such, when the design consultant is on-board, the first deliverable will be to provide updated construction costs (also known as Rough Order of Magnitude) for both Benevento Family Park and Neighborhood Park #3. Having these updated costs (especially for Benevento since it will need to be a scaled down or a different project) will be useful to the Parks and Recreation Commission in evaluating and recommending what type of project should occur at the site of Benevento Family Park or if there are other potential park construction options for use of the funding. Once the Parks and Recreation Commission (of which a subcommittee was established at the August 6, 2020 Commission meeting) has completed their evaluation, a recommendation will be brought back to the City Council for review and direction.

While the process of evaluating the best and highest use for the park funds for Benevento Family Park is taking place, the design consultant will begin work on the design of Neighborhood Park #3. In addition, in the next several weeks staff and an Ad-Hoc Committee assigned by the Parks and Recreation Commission on August 6, 2020, will launch the public process of officially naming the first new park in the Folsom Plan Area.

#### **FINANCIAL IMPACT**

For Benevento Family Park, the estimated budget of \$400,000 for design services was designated to come from the Park Capital Improvement Fund (Fund 412). The project budget for this project is \$3,000,000 as approved in the FY 2020-21 Capital Improvement Plan. The cost proposal from Wilson Design Studio for design services is \$400,000.

For Neighborhood Park #3, the estimated budget of \$490,000 for design services was designated to come from Folsom Plan Area Specific Plan Impact Fund (Fund 472). The \$490,000 for design was approved in the FY 2000-21 Capital Improvement Plan . The cost proposal from Wilson Design Studio for design services is \$490,000.

#### **ENVIRONMENTAL REVIEW**

Per California Environmental Quality Act (CEQA) guidelines, an environmental review will be conducted prior to the City Council approving the draft Master Development Plan for Benevento Family Park and Neighborhood Park #3.

#### **ATTACHMENTS**

1. Resolution No. 10513 – A Resolution Authorizing the City Manager to Execute a Design Consulting Services Agreement with Wilson Design Studio for the Benevento Family Park and Neighborhood Park #3 Projects
2. Benevento Family Park Project Location
3. Neighborhood Park #3 Project Location

Submitted,

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Lorraine Poggione,  
Parks and Recreation Department Director

**ATTACHMENT 1**

Resolution No. 10513

**RESOLUTION NO. 10513**

**A RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE A DESIGN CONSULTING SERVICES AGREEMENT WITH WILSON DESIGN STUDIO FOR THE BENEVENTO FAMILY PARK AND NEIGHBORHOOD PARK #3 PROJECTS**

**WHEREAS**, on March 2, 2020, staff issued a Request for Proposal for park planning services for Benevento Family Park and Neighborhood Park #3 pursuant to Section 2.36.110 of the Folsom Municipal Code; and

**WHEREAS**, by April 30, 2020, staff received 13 qualified proposals; and

**WHEREAS**, following evaluation and ranking of the proposals, Wilson Design Studio was selected based on their qualifications, and extensive experience in park design and construction cost estimating; and

**WHEREAS**, Benevento Family Park is included in the Fiscal Year 2020-21 Capital Improvement Plan and includes funding for design and engineering of the project; and

**WHEREAS**, there are sufficient funds budgeted and available in the Park Improvement Fund (Fund 412) for Benevento Family Park; and

**WHEREAS**, Folsom Plan Area Neighborhood Park #3 is included in the Fiscal Year 2020-21 Capital Improvement Plan and includes funding for design and engineering of the project; and

**WHEREAS** there are sufficient funds budgeted and available in the Folsom Plan Area Specific Plan Impact Fund (Fund 472) for Neighborhood Park #3; and

**WHEREAS**, the Design and Consulting Services Agreement shall be in a form acceptable to the City Attorney.

**NOW, THEREFORE, BE IT RESOLVED** that the City Manager is authorized to execute a Design and Consulting Services Agreement with Wilson Design Studio for design services for the Benevento Family Park (\$400,000) and Folsom Plan Area Neighborhood Park #3 (\$490,000) projects, for a total not-to-exceed amount of \$890,000.

**PASSED AND ADOPTED** this 25<sup>th</sup> day of August 2020, by the following roll-call vote:

**AYES:** Council Member(s):  
**NOES:** Council Member(s):  
**ABSENT:** Council Member(s):  
**ABSTAIN:** Council Member(s):

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Sarah Aquino, MAYOR

ATTEST:

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Christa Freemantle, CITY CLERK

**ATTACHMENT 2**

Benevento Family Park Project Location





Benevento Family Park  
Location Map

**ATTACHMENT 3**

Neighborhood Park #3 Project Location



Neighborhood Park #3  
Location Map

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