



Folsom City Council Staff Report

MEETING DATE:	10/28/2025
AGENDA SECTION:	New Business
SUBJECT:	Folsom Plan Area Neighborhood Park #1 Project (Project # PK2601) i. Resolution No. 11487 – A Resolution Approving the Folsom Plan Area Neighborhood Park #1 (Located on the Northwest Corner of Mangini Parkway and Empire Ranch Road) Capital Improvement Project, and Appropriation of \$706,614 in Funds in the Folsom Plan Area Specific Plan Capital Fund (Fund 472) ii. Resolution No.11488 – A Resolution Authorizing the City Manager to Execute a Design Consulting Services Agreement with Wilson Design Studio for the Neighborhood Park #1 Project for a Not-to-Exceed Amount of \$450,130 from Funds in the Folsom Plan Area Specific Plan Capital Fund (Fund 472)
FROM:	Parks and Recreation Department

RECOMMENDATION / CITY COUNCIL ACTION

The Parks & Recreation Department recommends the City Council approve the following resolutions:

- i. Resolution No. 11487 – A Resolution Approving the Folsom Plan Area Neighborhood Park #1 (Located on the Northwest Corner of Mangini Parkway and Empire Ranch Road) Capital Improvement Project, and Appropriation of \$706,614 in Funds in the Folsom Plan Area Specific Plan Capital Fund (Fund 472)
- ii. Resolution No.11488 – A Resolution Authorizing the City Manager to Execute a Design Consulting Services Agreement with Wilson Design Studio for the Neighborhood Park #1 Project for a Not-to-Exceed Amount of \$450,130 from Funds in the Folsom Plan Area Specific Plan Capital Fund (Fund 472)

BACKGROUND / ISSUE

On May 13, 2025, the City Council authorized the City Manager to hire a limited-term Park Planner II to support park and trail planning and development within the Folsom Plan Area (FPA). The FPA continues to experience rapid residential growth, resulting in an increased demand for parks and trails to meet the community's recreational needs. The addition of a Park Planner II will help meet this demand through accelerated project delivery.

However, this staffing approval occurred after the internal deadline to include new projects in the Fiscal Year 2025–26 Capital Improvement Plan (CIP). As a result, staff is now bringing forward the FPA Neighborhood Park #1 (NP1) project for consideration in the FY 2025–26 CIP budget. The City of Folsom Parks and Recreation Master Plan identifies a future 12-acre site in the Folsom Plan Area, referred to as Neighborhood Park #1. This park site is located at the corner of Empire Ranch Road and Mangini Parkway.

The Park Planner II will manage all aspects of the NP1 project, including planning, design, consultant coordination, contractor oversight, community outreach, and compliance with city standards and policies.

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 Folsom Plan Area – Neighborhood Park #1 on July 17, 2025. The planning process for the park 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 park site as identified below.

Neighborhood Park #1

- Soccer Field (lighted)
- Youth Baseball Field (lighted)
- Children's Playground
- Basketball Court (lighted)
- Group Picnic Area
- Restroom Building
- Parking Lot

The park is adjacent to a future elementary school site and will serve as a key recreational amenity for surrounding neighborhoods.

At its June 3, 2025, meeting, the Parks & Recreation Commission reviewed park development priorities and recommended Neighborhood Park #1 as the next park to be developed in the FPA.

The Commission also recommended allocating funding in the FY 2025–26 CIP budget to initiate the park’s design.

POLICY / RULE

In accordance with Folsom Municipal Code §3.02.030(H), the City Council may authorize supplemental appropriations during the fiscal year if the City Manager certifies that sufficient funds are available. Such appropriations must be adopted by resolution and are limited to the amount certified by the City Manager as available.

In accordance with Chapter 2.36 of the Folsom Municipal Code, Public Works projects or purchases costing \$75,049 or greater shall be awarded by the City Council.

In accordance with Folsom Municipal Code, Title 2, Chapter 2.36 the process for selecting professional services consultants is to prepare an RFP, evaluate the proposals, and then the most qualified firm can be selected in accordance to FMC 2.36.120. A Consultant Services Agreement will then be negotiated and executed in accordance with FMC 2.36.120, which states, “Professional services, as defined in Section 2.36.030, costing fifty-three thousand dollars or greater shall be contracted for by the city council. (Ord. 1214 § 3 (part), 2014: Ord. 951 § 2 (part), 2002: Ord. 723 § 3 (part), 1991.”

ANALYSIS

The RFP was publicly advertised with the due date of August 18, 2025. A total of eight proposals were received by August 18. A full review of the eight proposals was conducted by staff from the Parks & Recreation and Public Works Departments with three firms short-listed for an interview.

The proposals were evaluated based on a weighted response to the following requested proposal criteria:

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

The proposal scores of the top three firms are listed below. The top-ranked firm for the proposal was Wilson Design Studio.

The three firms were then invited for interviews with Parks & Recreation and Public Works Departments staff. There were seven interview questions worth five points each for a total of 35 points.

Wilson Design Studio was identified as the top ranked firm based on their ability to complete project deliverables expeditiously, flexibility to modify project scope if needed, approach to community outreach, and comprehension of the City of Folsom demographics and community.

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

Firm	Wilson Design Studio	RRM	Westwood
Proposal Points	93	88	82
Interview Points	28	31	22
Total Points	121	119	104
Ranking	1	2	3
Cost Proposal	\$450,130	\$848,072	\$704,341

FINANCIAL IMPACT

The current construction cost estimate for NP1 is \$9,500,000. For Fiscal Year 2025-26, staff is requesting \$706,614 to cover anticipated soft costs for the initial planning and design work. These costs include expenses for design and engineering consultants (landscape architects and civil, electrical, and structural engineers), geotechnical studies, utility coordination, permit fees, and staff time. This funding will allow staff to initiate the park planning and design process. Additional budget requests will be submitted in future years to cover the remaining soft costs and eventual construction expenses.

The anticipated soft costs for NP1 for the Fiscal Year 2025-26 have been estimated based on consultant proposals received for services for NP1 and other recent consultant service proposals for similarly sized parks in the City of Folsom.

The estimated soft costs for NP1 for the Fiscal Year 2025-26 are:

Services	Estimated Costs
Wilson Design Studio (Actual Cost)	\$450,130
Topographic Survey	\$16,484
Geotechnical Engineering, Naturally Occurring Asbestos, & Other Engineering Costs	\$120,000
City Staff Time for Project Management and Administration	\$120,000
Total	\$706,614

FPA Neighborhood Park #1 (Project # PK2601)

Funding request: \$706,614

Source: Fund 472 – Folsom Plan Area Specific Plan Capital Fund

Sufficient funds are available in the Folsom Plan Area Specific Plan Capital Fund (Fund 472) in the amount of \$706,614.

For Neighborhood Park #1, the budget for design services was designated to come from impact fees (Fund 472). The cost proposal from Wilson Design Studio is \$450,130.

ENVIRONMENTAL REVIEW

Neighborhood Park #1 was evaluated as part of and included in the Folsom Plan Area Environmental Impact Report (EIR) in accordance with the California Environmental Quality Act (CEQA).

ATTACHMENTS

1. Resolution No. 11487 – A Resolution Approving the Folsom Plan Area Neighborhood Park #1 (Located on the Northwest Corner of Mangini Parkway and Empire Ranch Road) Capital Improvement Project, and Appropriation of \$706,614 in Funds in the Folsom Plan Area Specific Plan Capital Fund (Fund 472)
2. Resolution No.11488 – A Resolution Authorizing the City Manager to Execute a Design Consulting Services Agreement with Wilson Design Studio for the Neighborhood Park #1 Project for a Not-to-Exceed Amount of \$450,130 from Funds in the Folsom Plan Area Specific Plan Capital Fund (Fund 472)
3. Neighborhood Park #1 Vicinity Map
4. Neighborhood Park #1 Location Map

Submitted,

Kelly Gonzalez,
Parks and Recreation Department Director