



Folsom City Council Staff Report

MEETING DATE:	6/13/2023
AGENDA SECTION:	Consent Calendar
SUBJECT:	Resolution No. 11046 – A Resolution Authorizing the City Manager to Execute a Consultant and Professional Services Agreement with RRM Design Group for Completion of the River District Master Plan
FROM:	Community Development Department

RECOMMENDATION / CITY COUNCIL ACTION

Staff recommends the City Council approve Resolution No. 11046 – A Resolution Authorizing the City Manager to Execute a Consultant and Professional Services Agreement with RRM Design Group for Completion of the River District Master Plan.

BACKGROUND / ISSUE

The Folsom General Plan 2035 contains a specific goal and corresponding objectives providing for the preparation of a River District Master Plan:

Goal LU 5.1 - Support the appropriate enhancement of Folsom's riverfront areas for current and future residents in order to increase public access, recreational opportunities, and economic development in consultation with federal, state, and regional public land management agencies.

To implement this goal, on April 12, 2022 the City Council approved the use of American Recovery Plan Act (ARPA) funds in the amount of \$362,500 for project management services (\$62,500) and retention of a planning/environmental consultant (\$300,000). It is the primary objective of the master planning process to conclude with a River District vision and recommendations that will stimulate and guide future land development decisions, create an inspiring vision of recreation opportunities and increased access, use, and increased appreciation of the river and lake. Since the January 24, 2023 City Council meeting where staff introduced the River District project area and the recommendation to form a citizens advisory committee, staff

has conducted a thorough search for potential planning, design, and environmental consultants. The consultant search has now concluded with the recommendation to enter into a contract with the RRM Design Group.

POLICY / RULE

Pursuant to Section 2.36.120 of the Folsom Municipal Code, professional services, as defined in Section 2.36.030, costing \$70,952 dollars or greater shall be contracted for 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

The River District Master Plan consultant selection process included a two-phase process of submitting a Statement of Qualifications, and then a Scope of Work Proposal, Schedule, and Professional Services Fee. The Request for Qualifications was distributed to 23 planning, landscape architecture, engineering and architecture firms in northern and central California. The Community Development Department received three comprehensive statements of qualifications from the following firms:

- Melton Design Group, Chico
- RRM Design Group, San Luis Obispo
- Wood Rodgers + Atlas Lab, Sacramento

A committee of six city staff from the Community Development, Parks and Recreation, and Public Works departments reviewed each of the statements of qualifications and scored them under the criteria listed below.

	<u>Criteria for Statement of Qualifications</u>	<u>Potential Points</u>
1.	Firm Introduction and Background	5
2.	Design/Planning Approach	20
3.	Community Engagement Experience	15
4.	Proposed Staff/Project Team	30
5.	Project Experience	30
	Total Potential Points	100

Staff Reviewer SOQ Phase	Wood Rodgers + Atlas Lab	Melton Design Group	RRM Design Group
Staff 1	54	70	75
Staff 2	78	86	94
Staff 3	59	77	75
Staff 4	80	68	94
Staff 5	65	80	79
Staff 6	67	70	80
Average Score	67.16	75.16	82.83

While there was a difference in the scoring value of the statements of qualifications, all three firms/teams were viewed as well-qualified and were asked to respond to the Request for Proposal. After submission, the staff committee completed a full review of the scope of work proposals, evaluating them based on the following criteria:

Criteria for Scope of Work Proposals	Potential Points
1. Issues and Strategies Discussion	30
2. Scope of Work and Deliverables	40
3. Project Schedule	20
4. Professional Services Fee	10
Total Potential Points	100

The results of the staff evaluation are indicated below. Not only did the RRM Design Group receive the highest score in the qualifications phase of the process, but they had the highest score in the proposal phase by a substantial margin. Their understanding of the City, community and River District goals were clearly apparent in their submittals. Further, their community engagement plan and proposed deliverables distinguished them as the most qualified firm for this project. As such, staff recommends selection of the RRM Design Group to complete the River District Master Plan.

Staff Reviewer RFP Phase	Wood Rodgers + Atlas Lab	Melton Design Group	RRM Design Group
Staff 1	71	61	89
Staff 2	81	85	91
Staff 3	75	72	77
Staff 4	53	76	83
Staff 5	66	80	85
Staff 6	70	63	85
Average Score	69.33	72.83	85.00

FINANCIAL IMPACT

The City Council previously approved the use of American Rescue Plan Act (ARPA) funds in the amount of \$300,000 for retention of a planning/environmental consultant. The contract with RRM Design Group would be authorized for a not to exceed amount of \$274,941. The remaining approved ARPA funding would only be used for unanticipated services required beyond the scope of work and as approved by the City Manager or her designee.

ENVIRONMENTAL REVIEW

In accordance with the California Environmental Quality Act (CEQA) guidelines, an environmental review will be conducted prior to the City Council considering approval of the draft River District Master Plan.

ATTACHMENTS

1. Resolution No. 11046 – A Resolution Authorizing the City Manager to Execute a Consultant and Professional Services Agreement with RRM Design Group for Completion of the River District Master Plan

Submitted,



Pam Johns,
Community Development Department Director

RESOLUTION NO. 11046

A RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE A CONSULTANT AND PROFESSIONAL SERVICES AGREEMENT WITH RRM DESIGN GROUP FOR COMPLETION OF THE RIVER DISTRICT MASTER PLAN

WHEREAS, staff conducted a selection process in accordance with Section 2.36.110 and 2.36.120 of the Folsom Municipal Code for consulting and professional services for planning, design and environmental services for the River District Master Plan; and

WHEREAS, staff invited 23 professional firms from northern and central California to submit qualifications and received three comprehensive submittals; and

WHEREAS, all three firms were found to be qualified and were invited to submit a scope of work proposal, schedule, and fee for completion of the master plan; and

WHEREAS, utilizing objective evaluation and ranking criteria of the qualifications and scopes of work, RRM Design Group was selected based on their superior qualifications, extensive experience with similar projects, public engagement plan and complete scope of work; and

WHEREAS, funding for the River District Master Plan was approved by the City Council utilizing \$300,000 from federal American Rescue Plan Act funds; and

WHEREAS, there are sufficient funds remaining of American Rescue Plan Act funds available and

WHEREAS, the Consulting and Professional 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 Consulting and Professional Services Agreement with RRM Design Group for planning, design and environmental services for the River District Master Plan, for a total not-to-exceed amount of \$274,941.

BE IT FURTHER RESOLVED that the City Manager or her designee is authorized to execute scope of work amendments if needed, up to a not-to-exceed amount of \$25,059.

PASSED AND ADOPTED this 13th day of June 2023, by the following roll-call vote:

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

Rosario Rodriguez, MAYOR

ATTEST:

Christa Freemantle, CITY CLERK

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FOLSOM
DISTINCTIVE BY NATURE