



SAN RAFAEL CITY COUNCIL AGENDA REPORT

Department: Public Works

Prepared by: Bill Guerin,
Director of Public Works

City Manager Approval: _____

TOPIC: PARKS AND RECREATION MASTER PLAN

SUBJECT: A RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE A PROFESSIONAL SERVICES AGREEMENT WITH ROYSTON, HANAMOTO, ALLEY AND ABEY (RHAA) TO ASSIST WITH DEVELOPMENT OF SAN RAFAEL'S PARKS AND RECREATION MASTER PLAN, IN THE AMOUNT OF \$259,238, AND AUTHORIZING CONTINGENCY FUNDS IN THE AMOUNT OF \$25,762 FOR A TOTAL AMOUNT OF \$285,000.

RECOMMENDATION:

Adopt a resolution approving and authorizing the City Manager to execute a professional services agreement with Royston, Hanamoto, Alley and Abey (RHAA) for professional services associated with the Parks and Recreation Master Plan in total appropriated amount of \$285,000.

BACKGROUND:

There has been a significant growth in the demand for recreation services and facilities that is requiring a thorough assessment. In addition, the scope of recreational programming has been changing such that it is now defined not so much in terms of specific leisure activities, but in terms of meaningful experiences that contrast with work and school obligations, enhance personal skills and increase an awareness of the larger community.

To address this situation, the City Council's Goals and Objectives and Measure A Work Plan include the development of a Parks and Recreation Master Plan. This plan will provide a foundation for the future development and maintenance of parks, facilities, and amenities. Specifically, the Master Plan will analyze the use of existing facilities, assess their condition, gather community input, provide recommendations for improvement, and suggest funding/implementation strategies.

The Master Plan process will be guided by a 15-member ad hoc Parks and Recreation Master Plan Steering Committee which was approved by the City Council on [July 6, 2021](#). The Plan will be based upon the 2040 General Plan which sets forth specific actions to help implement public facilities and community programs, objectives and policies. This process will meet the City's goal to provide a diverse and inclusive process. After significant collaboration between the consultant, City staff, Parks & Recreation Master Plan Steering Committee, and the community, the Master Plan will be a valuable strategic guide and create a roadmap for both current and future development.

FOR CITY CLERK ONLY

Council Meeting:

Disposition:

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City Staff posted a request for proposals for consultants on June 7, 2021, on Bid Express, which is where the city posts all of its solicitations. The City received five proposals on July 8, 2021 from qualified firms. Proposals were evaluated by the selection panel which included City staff from the Public Works and Library and Recreation departments, Councilmember Hill (Council liaison to the Park and Recreation Commission), and two Park and Recreation Commissioners, based on criteria specified in the RFP including, but not limited to, understanding of the Scope of Work, previous experience with similar projects, qualified personnel, and familiarity with City procedures for project delivery.

ANALYSIS:

During the week of August 16, 2021, the five firms were interviewed by the selection panel members. Based on the interviews, reference checks and example Parks and Recreation Master Plans provided by the consultant teams, the panel members found RHAA to be the most qualified consultant for this project. After successful negotiations, RHAA submitted a revised scope and fee proposal to perform professional services related to the creation of the Parks and Recreation Master Plan for a sum of \$259,238, which was found to be within the City's Capital Improvement Projects budget for the project. In addition, City Staff has requested a contingency fund of 10% for these services to cover miscellaneous expenses during the process. These additional tasks could include additional community outreach or switching between virtual and in person meetings due to uncertainty related to the COVID-19 pandemic.

FISCAL IMPACT:

The consultant's fee of \$259,238 and the contingency amount of \$25,762 are funded by Measure A funds already budgeted for in the Fiscal Year 2021-22 adopted budget.

OPTIONS: The City Council has the following options to consider relating to this matter:

1. Adopt a resolution authorizing the City Manager to execute a professional services agreement with RHAA in the amount of \$259,238 and authorizing contingency funds in the amount of \$25,762.
2. Do not accept the proposal from RHAA and provide further direction to staff.

RECOMMENDED ACTION: Adopt a resolution approving and authorizing the City Manager to execute a professional services agreement with RHAA for professional services agreement associated with the Parks and Recreation Master Plan in a \$259,238 contract amount and authorize a 10% contingency fund in the amount of \$25,762 for the total appropriated amount of \$285,000.

ATTACHMENTS:

1. Resolution Authorizing the City Manager to Execute a Professional Services Agreement with Royston, Hanamoto, Alley and Abey (RHAA) to Assist with Development of San Rafael's Parks and Recreation Master Plan, in the Amount of \$259,238, and Authorizing Contingency Funds in the Amount of \$25,762 for a Total Amount of \$285,000
2. Agreement with Exhibit A (Proposal)

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN RAFAEL AUTHORIZING THE CITY MANAGER TO EXECUTE A PROFESSIONAL SERVICES AGREEMENT WITH ROYSTON, HANAMOTO, ALLEY AND ABEY (RHAA) TO ASSIST WITH DEVELOPMENT OF SAN RAFAEL'S PARKS AND RECREATION MASTER PLAN, IN THE AMOUNT OF \$259,238, AND AUTHORIZING CONTINGENCY FUNDS IN THE AMOUNT OF \$25,762 FOR A TOTAL AMOUNT OF \$285,000

WHEREAS, the City desires to provide a foundation for the future development and maintenance of parks, facilities, and amenities; and

WHEREAS, the City receives Measure A funding through a County of Marin tax measure; and

WHEREAS, the City requires outside professional assistance to create a Parks and Recreation Master Plan; and

WHEREAS, in response to the request for proposals (RFP), the City received five proposals and conducted team interviews the week of August 16, 2021; and

WHEREAS, a selection panel consisting of City staff from Public Works and Library and Recreation, a Councilmember, and two Parks and Recreation Commissioners identified Royston, Hanamoto, Alley and Abey (RHAA) to be the most qualified firm; and

WHEREAS, RHAA's proposal in the amount of \$259,238 was found to be complete and within industry standards;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SAN RAFAEL RESOLVES as follows:

1. The City Council hereby approves and authorizes the City Manager to execute a Professional Services Agreement with RHAA for professional services associated with the Parks and Recreation Master Plan in the amount of \$259,238, in the form attached to the Staff Report to the City Council for this matter, subject to final approval as to form by the City Attorney.

2. Funds totaling \$285,000, which includes the bid amount and contingency funds in the amount of \$25,762, were appropriated for this project through the Measure A as part of the Fiscal Year 2021-22 budget process.
3. The Director of Public Works is hereby authorized to take any and all such actions and make changes as may be necessary to accomplish the purpose of this resolution.

I, **LINDSAY LARA**, Clerk of the City of San Rafael, hereby certify that the foregoing resolution was duly and regularly introduced and adopted at a regular meeting of the Council of said City on Monday, the 15th day of November 2021, by the following vote, to wit:

AYES: COUNCILMEMBERS:

NOES: COUNCILMEMBERS:

ABSENT: COUNCILMEMBERS:

LINDSAY LARA, City Clerk

**AGREEMENT FOR PROFESSIONAL SERVICES WITH
ROYSTON, HANAMOTO, ALLEY AND ABEY (RHAA) TO ASSIST WITH SAN
RAFAEL' S PARKS AND RECREATION MASTER PLAN**

This Agreement is made and entered into this _____ day of _____, 20____, by and between the CITY OF SAN RAFAEL (hereinafter "**CITY**"), and _____ (hereinafter "**CONSULTANT**").

RECITALS

WHEREAS, the **CITY** has determined that engineering design and environmental clearance services are required for the Parks and Recreation Master Plan; and

WHEREAS, the **CONSULTANT** has agreed to render such services.

AGREEMENT

NOW, THEREFORE, the parties hereby agree as follows:

1. **PROJECT COORDINATION.**

A. **CITY'S Project Manager.** Catherine Quffa is hereby designated the **PROJECT MANAGER** for the **CITY** and said **PROJECT MANAGER** shall supervise all aspects of the progress and execution of this Agreement.

B. **CONSULTANT'S Project Director.** **CONSULTANT** shall assign a single **PROJECT DIRECTOR** to have overall responsibility for the progress and execution of this Agreement for **CONSULTANT**. Barbara Lundburg is hereby designated as the **PROJECT DIRECTOR** for **CONSULTANT**. Should circumstances or conditions subsequent to the execution of this Agreement require a substitute **PROJECT DIRECTOR**, for any reason, the **CONSULTANT** shall notify the **CITY** within ten (10) business days of the substitution.

2. **DUTIES OF CONSULTANT.**

CONSULTANT shall perform the duties and/or provide services as follows:
CONSULTANT shall perform the duties and/or provided services outlined in **CONSULTANT'S** proposal dated November 4th, 2021, marked Exhibit A, attached hereto, and incorporated herein. **CONSULTANT** will be the prime consultant for the project and will enter into subcontracts with the subconsultants listed in Exhibit A.

3. **DUTIES OF CITY.**

CITY shall pay the compensation as provided in Paragraph 4, and perform the duties as

described in Exhibit A, attached hereto, and incorporated herein.

4. COMPENSATION.

For the full performance of the services described herein by **CONSULTANT**, **CITY** shall pay **CONSULTANT** for services rendered in accordance with the rates shown in Exhibit A, attached hereto, and incorporated herein, in an amount not to exceed **\$259,238**.

Payment will be made monthly upon receipt by **PROJECT MANAGER** of itemized invoices submitted by **CONSULTANT**.

5. TERM OF AGREEMENT.

The term of this Agreement shall commence upon the date of execution of this Agreement and end (3) years after the Agreement is executed. Upon mutual agreement of the parties, and subject to the approval of the City Manager the term of this Agreement may be extended for an additional period of up to 2 years.

6. TERMINATION.

A. **Discretionary.** Either party may terminate this Agreement without cause upon thirty (30) days written notice mailed or personally delivered to the other party.

B. **Cause.** Either party may terminate this Agreement for cause upon fifteen (15) days written notice mailed or personally delivered to the other party, and the notified party's failure to cure or correct the cause of the termination, to the reasonable satisfaction of the party giving such notice, within such fifteen (15) day time period.

C. **Effect of Termination.** Upon receipt of notice of termination, neither party shall incur additional obligations under any provision of this Agreement without the prior written consent of the other.

D. **Return of Documents.** Upon termination, any and all **CITY** documents or materials provided to **CONSULTANT** and any and all of **CONSULTANT's** documents and materials prepared for or relating to the performance of its duties under this Agreement, shall be delivered to **CITY** as soon as possible, but not later than thirty (30) days after termination.

7. OWNERSHIP OF DOCUMENTS.

The written documents and materials prepared by the **CONSULTANT** in connection with the performance of its duties under this Agreement, shall be the sole property of **CITY**. **CITY** may use said property for any purpose, including projects not contemplated by this Agreement.

8. INSPECTION AND AUDIT.

Upon reasonable notice, **CONSULTANT** shall make available to **CITY**, or its agent, for

inspection and audit, all documents and materials maintained by **CONSULTANT** in connection with its performance of its duties under this Agreement. **CONSULTANT** shall fully cooperate with **CITY** or its agent in any such audit or inspection.

9. ASSIGNABILITY.

The parties agree that they shall not assign or transfer any interest in this Agreement nor the performance of any of their respective obligations hereunder, without the prior written consent of the other party, and any attempt to so assign this Agreement or any rights, duties or obligations arising hereunder shall be void and of no effect.

10. INSURANCE.

A. **Scope of Coverage.** During the term of this Agreement, **CONSULTANT** shall maintain, at no expense to **CITY**, the following insurance policies:

1. A commercial general liability insurance policy in the minimum amount of one million dollars (\$1,000,000) per occurrence/two million dollars (\$2,000,000) aggregate, for death, bodily injury, personal injury, or property damage.

2. An automobile liability (owned, non-owned, and hired vehicles) insurance policy in the minimum amount of one million dollars (\$1,000,000) dollars per occurrence.

3. If any licensed professional performs any of the services required to be performed under this Agreement, a professional liability insurance policy in the minimum amount of one million dollars (\$1,000,000) per occurrence/two million dollars (\$2,000,000) aggregate, to cover any claims arising out of the **CONSULTANT's** performance of services under this Agreement. Where **CONSULTANT** is a professional not required to have a professional license, **CITY** reserves the right to require **CONSULTANT** to provide professional liability insurance pursuant to this section.

4. If it employs any person, **CONSULTANT** shall maintain worker's compensation insurance, as required by the State of California, with statutory limits, and employer's liability insurance with limits of no less than one million dollars (\$1,000,000) per accident for bodily injury or disease. **CONSULTANT's** worker's compensation insurance shall be specifically endorsed to waive any right of subrogation against **CITY**.

B. **Other Insurance Requirements.** The insurance coverage required of the **CONSULTANT** in subparagraph A of this section above shall also meet the following requirements:

1. Except for professional liability insurance or worker's compensation insurance, the insurance policies shall be specifically endorsed to include the **CITY**, its officers, agents, employees, and volunteers, as additional insureds (for both ongoing and completed operations) under the policies.

2. The additional insured coverage under **CONSULTANT'S** insurance policies

shall be “primary and noncontributory” with respect to any insurance or coverage maintained by **CITY** and shall not call upon **CITY's** insurance or self-insurance coverage for any contribution. The “primary and noncontributory” coverage in **CONSULTANT’S** policies shall be at least as broad as ISO form CG20 01 04 13.

3. Except for professional liability insurance or worker’s compensation insurance, the insurance policies shall include, in their text or by endorsement, coverage for contractual liability and personal injury.

4. By execution of this Agreement, **CONSULTANT** hereby grants to **CITY** a waiver of any right to subrogation which any insurer of **CONSULTANT** may acquire against **CITY** by virtue of the payment of any loss under such insurance. **CONSULTANT** agrees to obtain any endorsement that may be necessary to effect this waiver of subrogation, but this provision applies regardless of whether or not **CITY** has received a waiver of subrogation endorsement from the insurer.

5. If the insurance is written on a Claims Made Form, then, following termination of this Agreement, said insurance coverage shall survive for a period of not less than five years.

6. The insurance policies shall provide for a retroactive date of placement coinciding with the effective date of this Agreement.

7. The limits of insurance required in this Agreement may be satisfied by a combination of primary and umbrella or excess insurance. Any umbrella or excess insurance shall contain or be endorsed to contain a provision that such coverage shall also apply on a primary and noncontributory basis for the benefit of **CITY** (if agreed to in a written contract or agreement) before **CITY’S** own insurance or self-insurance shall be called upon to protect it as a named insured.

8. It shall be a requirement under this Agreement that any available insurance proceeds broader than or in excess of the specified minimum insurance coverage requirements and/or limits shall be available to **CITY** or any other additional insured party. Furthermore, the requirements for coverage and limits shall be: (1) the minimum coverage and limits specified in this Agreement; or (2) the broader coverage and maximum limits of coverage of any insurance policy or proceeds available to the named insured; whichever is greater. No representation is made that the minimum Insurance requirements of this agreement are sufficient to cover the obligations of the **CONSULTANT** under this agreement.

C. Deductibles and SIR’s. Any deductibles or self-insured retentions in **CONSULTANT's** insurance policies must be declared to and approved by the **PROJECT MANAGER** and City Attorney and shall not reduce the limits of liability. Policies containing any self-insured retention (SIR) provision shall provide or be endorsed to provide that the SIR may be satisfied by either the named insured or **CITY** or other additional insured party. At **CITY's** option, the deductibles or self-insured retentions with respect to **CITY** shall be reduced or eliminated to **CITY's** satisfaction, or **CONSULTANT** shall procure a bond guaranteeing payment of losses and related investigations, claims administration, attorney's fees and defense expenses.

D. **Proof of Insurance.** **CONSULTANT** shall provide to the **PROJECT MANAGER** or **CITY’S** City Attorney all of the following: (1) Certificates of Insurance evidencing the insurance coverage required in this Agreement; (2) a copy of the policy declaration page and/or endorsement page listing all policy endorsements for the commercial general liability policy, and (3) excerpts of policy language or specific endorsements evidencing the other insurance requirements set forth in this Agreement. **CITY** reserves the right to obtain a full certified copy of any insurance policy and endorsements from **CONSULTANT**. Failure to exercise this right shall not constitute a waiver of the right to exercise it later. The insurance shall be approved as to form and sufficiency by **PROJECT MANAGER** and the City Attorney.

11. INDEMNIFICATION.

A. Except as otherwise provided in Paragraph B., **CONSULTANT** shall, to the fullest extent permitted by law, indemnify, release, defend with counsel approved by **CITY**, and hold harmless **CITY**, its officers, agents, employees and volunteers (collectively, the “**City Indemnitees**”), from and against any claim, demand, suit, judgment, loss, liability or expense of any kind, including but not limited to attorney's fees, expert fees and all other costs and fees of litigation, (collectively “**CLAIMS**”), arising out of **CONSULTANT’S** performance of its obligations or conduct of its operations under this Agreement. The **CONSULTANT's** obligations apply regardless of whether or not a liability is caused or contributed to by the active or passive negligence of the **City Indemnitees**. However, to the extent that liability is caused by the active negligence or willful misconduct of the **City Indemnitees**, the **CONSULTANT's** indemnification obligation shall be reduced in proportion to the **City Indemnitees’** share of liability for the active negligence or willful misconduct. In addition, the acceptance or approval of the **CONSULTANT’S** work or work product by the **CITY** or any of its directors, officers or employees shall not relieve or reduce the **CONSULTANT’S** indemnification obligations. In the event the **City Indemnitees** are made a party to any action, lawsuit, or other adversarial proceeding arising from **CONSULTANT’S** performance of or operations under this Agreement, **CONSULTANT** shall provide a defense to the **City Indemnitees** or at **CITY’S** option reimburse the **City Indemnitees** their costs of defense, including reasonable attorneys’ fees, incurred in defense of such claims.

B. Where the services to be provided by **CONSULTANT** under this Agreement are design professional services to be performed by a design professional as that term is defined under Civil Code Section 2782.8, then, to the extent permitted by law including without limitation, Civil Code sections 2782, 2782.6 and 2782.8, **CONSULTANT** shall indemnify and hold harmless the **CITY** and its officers, officials, and employees (collectively **City Indemnitees**) from and against damages, liabilities or costs (including incidental damages, Court costs, reasonable attorney’s fees as may be determined by the Court, litigation expenses and fees of expert witnesses incurred in connection therewith and costs of investigation) to the extent they are caused by the negligence, recklessness, or willful misconduct of **CONSULTANT**, or any subconsultants, or subcontractor or anyone directly or indirectly employed by them, or anyone for whom they are legally liable (collectively **Liabilities**). Such obligation to hold harmless and indemnify any indemnity shall not apply to the extent that such **Liabilities** are caused in part by the negligence or willful misconduct of such **City Indemnitee**.

C. The defense and indemnification obligations of this Agreement are undertaken in addition to, and shall not in any way be limited by, the insurance obligations contained in this Agreement, and shall survive the termination or completion of this Agreement for the full period of time allowed by law.

12. NONDISCRIMINATION.

CONSULTANT shall not discriminate, in any way, against any person on the basis of age, sex, race, color, religion, ancestry, national origin or disability in connection with or related to the performance of its duties and obligations under this Agreement.

13. COMPLIANCE WITH ALL LAWS.

CONSULTANT shall observe and comply with all applicable federal, state and local laws, ordinances, codes and regulations, in the performance of its duties and obligations under this Agreement. **CONSULTANT** shall perform all services under this Agreement in accordance with these laws, ordinances, codes and regulations. **CONSULTANT** shall release, defend, indemnify and hold harmless **CITY**, its officers, agents and employees from any and all damages, liabilities, penalties, fines and all other consequences from any noncompliance or violation of any laws, ordinances, codes or regulations.

14. NO THIRD PARTY BENEFICIARIES.

CITY and **CONSULTANT** do not intend, by any provision of this Agreement, to create in any third party, any benefit or right owed by one party, under the terms and conditions of this Agreement, to the other party.

15. NOTICES.

All notices and other communications required or permitted to be given under this Agreement, including any notice of change of address, shall be in writing and given by personal delivery, or deposited with the United States Postal Service, postage prepaid, addressed to the parties intended to be notified. Notice shall be deemed given as of the date of personal delivery, or if mailed, upon the date of deposit with the United States Postal Service. Notice shall be given as follows:

TO **CITY**'s Project Manager:

Catherine Quffa
City of San Rafael
111 Morpew Street
San Rafael, CA 94901

TO **CONSULTANT**'s Project Director:

Barbara Lundburg
RHAA Landscape Architecture + Planning
225 Miller Ave
Mill Valley, CA 94941

16. INDEPENDENT CONTRACTOR.

For the purposes, and for the duration, of this Agreement, **CONSULTANT**, its officers, agents and employees shall act in the capacity of an Independent Contractor, and not as employees of the **CITY**. **CONSULTANT** and **CITY** expressly intend and agree that the status of **CONSULTANT**, its officers, agents and employees be that of an Independent Contractor and not that of an employee of **CITY**.

17. ENTIRE AGREEMENT -- AMENDMENTS.

A. The terms and conditions of this Agreement, all exhibits attached, and all documents expressly incorporated by reference, represent the entire Agreement of the parties with respect to the subject matter of this Agreement.

B. This written Agreement shall supersede any and all prior agreements, oral or written, regarding the subject matter between the **CONSULTANT** and the **CITY**.

C. No other agreement, promise or statement, written or oral, relating to the subject matter of this Agreement, shall be valid or binding, except by way of a written amendment to this Agreement.

D. The terms and conditions of this Agreement shall not be altered or modified except by a written amendment to this Agreement signed by the **CONSULTANT** and the **CITY**.

E. If any conflicts arise between the terms and conditions of this Agreement, and the terms and conditions of the attached exhibits or the documents expressly incorporated by reference, the terms and conditions of this Agreement shall control.

18. SET-OFF AGAINST DEBTS.

CONSULTANT agrees that **CITY** may deduct from any payment due to **CONSULTANT** under this Agreement, any monies which **CONSULTANT** owes **CITY** under any ordinance, agreement, contract or resolution for any unpaid taxes, fees, licenses, assessments, unpaid checks or other amounts.

19. WAIVERS.

The waiver by either party of any breach or violation of any term, covenant or condition of this Agreement, or of any ordinance, law or regulation, shall not be deemed to be a waiver of any other term, covenant, condition, ordinance, law or regulation, or of any subsequent breach or violation of the same or other term, covenant, condition, ordinance, law or regulation. The subsequent acceptance by either party of any fee, performance, or other consideration which may become due or owing under this Agreement, shall not be deemed to be a waiver of any preceding breach or violation by the other party of any term, condition, covenant of this Agreement or any applicable law, ordinance or regulation.

20. COSTS AND ATTORNEY'S FEES.

The prevailing party in any action brought to enforce the terms and conditions of this Agreement, or arising out of the performance of this Agreement, may recover its reasonable costs (including claims administration) and attorney's fees expended in connection with such action.

21. CITY BUSINESS LICENSE / OTHER TAXES.

CONSULTANT shall obtain and maintain during the duration of this Agreement, a **CITY** business license as required by the San Rafael Municipal Code **CONSULTANT** shall pay any and all state and federal taxes and any other applicable taxes. **CITY** shall not be required to pay for any work performed under this Agreement, until **CONSULTANT** has provided **CITY** with a completed Internal Revenue Service Form W-9 (Request for Taxpayer Identification Number and Certification).

22. SURVIVAL OF TERMS.

Any terms of this Agreement that by their nature extend beyond the term (or termination) of this Agreement shall remain in effect until fulfilled and shall apply to both Parties' respective successors and assigns.

23. APPLICABLE LAW.

The laws of the State of California shall govern this Agreement.

24. COUNTERPARTS AND ELECTRONIC SIGNATURE.

This Agreement may be executed by electronic signature and in any number of counterparts, each of which shall be deemed an original, but all of which together shall constitute one document. Counterpart signature pages may be delivered by telecopier, email or other means of electronic transmission.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the day, month and year first above written.

CITY OF SAN RAFAEL

CONSULTANT

JIM SCHUTZ, City Manager

By: _____

Name: _____

Title: _____

ATTEST:

[If CONSULTANT is a corporation, add signature of

second corporate officer]

LINDSAY LARA, City Clerk

APPROVED AS TO FORM:

By: _____

Name: _____

Title: _____

ROBERT F. EPSTEIN, City Attorney

**San Rafael Parks and Recreation Master Plan
Fee Summary for RHAA and Consultant Team
November 4, 2021**



CONSULTANT TEAM

FEE

RHAA Landscape Architects - Prime Consultant	\$100,615
Ballard* King	\$36,000
mack5	\$56,540
Godbe Research	\$27,750
Bay Area CASp	\$15,750
Economic and Planning Systems	<hr/> \$17,500
Total Proposed Fee	\$254,155
Proposed Reimbursable Costs	\$5,083

FEE SUMMARY

Task 1	Project Initiation	\$1,640
Task 2	Inventory and Assessment of Existing Conditions	\$18,870
Task 3	Community Outreach	\$25,595
Task 4	Needs Assessment and Gap Analysis	\$11,520
Task 5	Recommendations, Prioritization, and Action Plan	\$17,730
Task 6	Development of the Draft and Final Master Plan and Supporting Materials	\$25,260
		\$100,615

Total Proposed Fee Labor **\$100,615**

	RHA A		
	Principal	Project Manager	Staff
Task 1 Project Initiation			
1A Project initiation - Kickoff meeting	2	2	
a. Confirm Goals and Objectives			
b. Refine scope and schedule			
c. Discuss Community engagement strategy			
d. Schedule park and facilities tour with staff			
e. Discuss Steering Committee members and stakeholders			
1B Meet with the Steering Committee			
a. Discuss planning process and Committee's involvement			
	Hours	2	2
			0
Task 1 Meetings			
Kick off meeting with City Staff	2	2	
Steering Committee Meeting #1 (Task 3)			
	Meetings	2	2
			0
	Total Hours	4	4
	Fees	\$980	\$660
			\$0
<i>Deliverables</i>			
Project Schedule			
Agendas and meeting notes			
Summary of Steering Committee meeting			
Total Task 1		\$1,640	

Task 2 Inventory and Assessment of Existing Conditions			
2A Review and summarize all planning documents and relevant information		24	8
a. 2040 General Plan			
b. 2019 Facilities Assessment			
c. As-built plans			
d. Capital Improvements Program			
2B Inventory and assessment	4	48	20
a. Confirm inventory and assessment of all parks and recreation facilities			
b. Review maintenance practices and operations			
c. Analyze ADA accessibility			
2C Inventory and analyze current programs, services and fees		2	
2D Refine Community Outreach Process	2	4	
	Hours	6	78
			28
Task 2 Meetings			
Staff Meetings to review findings - 1			2
Steering Committee Meeting #2 (Task 3)			
	Meetings	0	2
			0
	Total Hours	6	80
	Fees	\$1,470	\$13,200
			\$4,200
<i>Deliverables</i>			
Inventory and Assessments Report			
Agendas and meeting notes			
Total Task 2		\$18,870	

Task 3 Community Outreach

3A	Surveys	2	32	8	
	a. Develop the web-based community needs assessment				
	b. Develop the statistically valid survey				
	c. Provide information for City's web site				
3B	Community Meetings - 4	8	32	32	
	a. Community Meeting # 1 - Introduce planning process and survey				
	b. Community Meeting #2 - Present results of needs assessment and survey				
	c. Community Meeting #3 - Present analysis outcome, recommendations and priorities				
	d. Community Meeting #4- Present the Draft Parks and Recreation Master Plan				
3C	Steering Committee Meetings - 4		4		
	a. Meeting #1 - Task 1				
	b. Meeting #2 - end of Task 2				
	c. Meeting #3 - end of Task 4				
	d. Meeting #4 - end of Task 5				
3D	Intercept events - during Task 2		12	12	
3E	Stakeholder Group Meetings - 3		3		
3F	Parks and Recreation Commission Presentation - 3		6		
3G	San Rafael City Council - 2		4		
		Hours	10	93	52
		Fees	\$2,450	\$15,345	\$7,800

- Deliverables*
- Online and paper community needs survey
 - Statically valid survey
 - Presentations for group meetings
 - Community meetings and meeting materials
 - Summary of community engagement

Total Task 3		\$25,595		
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Task 4 Needs Assessment and Gap Analysis

4A	Comparative analysis of the City's current park services, fees and programs	2	12	4	
	a. Recommend improvements				
4B	Evaluate existing facilities and program to meet current and future needs	2	10	4	
	a. Evaluate staffing levels and operations				
	b. Demographic and trends analysis				
4C	Identify gap in services and programs	2	10	4	
4D	Prepare Needs Assessment and Gap Analysis Report		16		
		Hours	6	48	12
Task 4 Meetings					
	Staff Meetings to review findings - 1		2		
	Steering Committee Meeting #3				
	Parks and Recreation Commission Meeting #1				
		Meetings	0	2	0
		Total Hours	6	50	12
		Fees	\$1,470	\$8,250	\$1,800

- Deliverables*
- Needs Assessment and Gap Analysis Report
 - Presentations to the Steering Committee and Parks and Recreation Commission
 - Meeting agendas and notes

Total Task 4		\$11,520		
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Task 5 Recommendations, Prioritization, and Action Plan

5A	Develop vision, goals, and objectives	4	16	
	a. Themes of sustainability ,inclusion, environmental stewardship and fire safety		16	
5B	Develop recommendations to fill the gap in service	2		
	a. Existing parks and facilities - repair, renovation and expansion opportunities			
	b. New programs, new sites and shared facilities			
5C	Develop a methodology and framework for prioritization	2	8	4
	a. Create a matrix			
	b. Short , medium and long term priorities			
5D	Develop an action plan		24	
5E	Develop a financial plan		4	
5F	Recommend implementation strategies and phasing plan	4	16	
	Hours	12	84	4

Task 5 Meetings

	Staff Meetings to review findings - 1		2	
	Steering Committee Meeting # 4 (Task 3)			
	Parks and Recreation Commission Meeting #2 (Task 3)			
	Meetings	0	2	0
	Total Hours	12	86	4
	Fees	\$2,940	\$14,190	\$600

Deliverables

- Vision, Goals, and Objectives*
- Recommendations*
- Priority Matrix*
- Action Plan/Financial Plan*

Total Task 5		\$17,730		
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San Rafael Parks & Recreation Master Plan Proposal

Task 1 - Project Initiation

- List of information needs
- Review of pertinent information
- Participate in project kick-off meeting

Task 2 – Inventory and Assessment of Existing Conditions

- Recreation programs and services
 - Strengths and weaknesses assessment
 - Role of other providers
 - Ability of existing facilities to support programs
- Operations and maintenance
 - Operations policies and procedures assessment
 - Maintenance plans and procedures assessment
 - Organizational structure/staffing
 - Fee policy
- Staff interviews (3 max)

Task 3 – Community Outreach

- Survey review and input
- Steering committee meetings participation (2 max-virtual)
- Stakeholder meetings participation (2 max-virtual)

Task 4 – Needs Assessment and Gap Analysis

- Recreation programs and services needs assessment
 - Gap analysis
- Operations and maintenance needs assessment
 - Gap analysis

Task 5 – Recommendations, Prioritization, and Action Plan

- Recommendations
 - Recreation programs and services-role of other providers
 - Facilities to support recreation programs
 - Operations and maintenance

*Ballard*King and Associates is committed to comprehensive planning and operations consulting services, providing for the effective and efficient use of available resources to develop and operate sports, recreation and wellness facilities.*



- Partnerships
- Prioritization of recommendations
- Action plan development
 - Organizational structure/staffing
- Projected costs/revenues for operations/maintenance for implementations
- Fee policy changes

Task 6 – Development of the Draft and Final Master Plan
Provide information for inclusion into the final report

Fee Proposal

Based on \$200/hr.

Task	Hours	Fee
Task 1 – Project Initiation	10	\$2,000
Task 2 – Inventory and Assessment of Existing Cond.	35	\$7,000
Task 3 – Community Outreach	20	\$4,000
Task 4 – Needs Assessment and Gap Analysis	25	\$5,000
Task 5 – Recommendations, Prioritization, Action Plan	75	\$15,000
Task 6 – Development of Final Master Plan	15	\$3,000
Sub-Total	200	\$36,000
Reimbursables (2 possible trips to San Rafael @ \$2,000)		\$4,000
Grand Total		\$40,000

*Ballard*King and Associates is committed to comprehensive planning and operations consulting services, providing for the effective and efficient use of available resources to develop and operate sports, recreation and wellness facilities.*



October 14, 2021

To: Barbara Lundburg and Lauren Ivy
RHAA
225 Miller Ave Mill Valley CA 94941

Re: CASp Accessibility Compliance Consultant Services
City Of San Rafael Parks and Rec

Dear Barbara and Lauren,

Thank you for the opportunity to provide the following general fee proposal for CASp services for the San Rafael Park and Rec contract as itemized during the selection process with the city.

Based on our discussions to date, the following CASp services to be covered by the proposal will be as follows:

- 1) CASp survey and report to ADA Title II interpretation of non-compliant physical EXTERIOR conditions of any selected facilities under San Rafael Park and Rec purview. These will include but not be limited to accessible routes from a public way, parking, facility amenities including tables, drinking fountains, play areas, pools, etc, and any other publicly accessed areas that would be under the jurisdiction of Title II areas for required accessibility.
- 2) CASp report issued will be .pdf format and include photos and documentation of non-compliant conditions with code reference and code graphics for mitigation information. Report does not include resolution details or permit drawings of any kind.
- 3) Proposal is for physical evaluation only of assigned facilities as described above, and does not include any services that provide evaluation of alternate facility selection for access to services, programs and activities.

Cost for CASp services will be flat rate of \$750 per facility for a full report. No additional reimbursibles are expected.

Thanks again for including me on the team, and I look forward to working with you in the coming year.

Steven B. Hall, Architect, CASp, CASI
CA Architects License #28168 exp. 11/30/2021
CASp Certification #955 exp. 12/15/2023

SHC Ref 21-0705

Page 1 of 1

November 04, 2021

City of San Rafael Park CASp Inspections by Steven Hall, Architect, CASp, CASI

Included in the San Rafael Park CASp Inspections:

1. Albert Community Park - Community Park includes the San Rafael Community Center, Parkside Childrens Center, Albert Park Stadium, Tennis Courts & Parking Lot
2. Beach Park
3. Bernard Hoffman Field/Park - Park includes Softball Field
4. Boyd Memorial Park - Park includes Boyd House and Tennis Courts
5. Bret Harte Park
6. Falkirk Cultural Center Grounds - Park includes Falkirk Cultural Center, Wedding Lawn, Master Garden and parking lots
7. Freitas Park - Park includes Tennis Courts and group picnic area
8. Gerstle Park - Park includes group picnic areas and Tennis Courts
9. Los Ranchitos Park
10. Munson Park
11. Oleander Park
12. Oliver Hartzell Park
13. Peacock Gap Park - Park includes Tennis Courts and parking lots
14. Pickleweed Park - Community Park includes Albert J. Boro Community Center & Library, Pickleweed Preschool, Multi-Purpose Fields and parking lots.
15. Santa Margarita Park - Park includes group picnic areas and parking lot
16. Starkweather Shoreline Park - Park includes parking area
17. Sun Valley Park - Park includes group picnic areas and off-street ADA parking spaces located off Alpine Street
18. Terra Linda Park -- Community Park includes Terra Linda Community Center & Pool, group picnic area, and parking lots.
19. Victor Jones Park - Park includes Baseball Field and group picnic area
20. Terra Linda Community Garden
21. Canal Community Garden

Excluded in the CASp inspections:

- Arbor Park (Pocket)
- Hillview Park (Pocket)
- Jerry Russom Memorial Park (Open Space)
- Riviera Park (Pocket)
- Harry A. Barbier Memorial Park (Open Space)

October 15th, 2021

Barbara Lundburg
RHAA Landscape Architecture + Planning
225 Miller Valley
Mill Valley, CA 94941

Subject: San Rafael Parks and Recreation Master Plan; EPS #211069

Dear Barbara:

Economic & Planning Systems, Inc. (EPS) is pleased to be part of your team and the work effort to develop a City of San Rafael Parks and Recreation Master Plan.

On a broad level our work, building from information and data provided by the Consulting Team and the City and working collaboratively with them, EPS will conduct three tasks:

- Identify City's Existing Approach to Funding Parks and Recreation Capital and Operations/ Maintenance.
- Discuss Potential Additional Tools for Funding Parks and Recreation and Acquiring Land.
- Provide a Funding Strategy and Action Items.

This scope of work could be completed by EPS for a not-to-exceed budget of **\$17,500**. EPS only bills for time actually spent based on fixed annual hourly rates.

EPS is committed to the success of this engagement, and I will participate in a hands-on manner in this project. We would be pleased to discuss our proposal in more detail as appropriate. Please contact me at (510) 612-0729 or at triceevans@epsys.com if there is anything else I can provide at this time.

Sincerely,

Economic & Planning Systems, Inc.



Teifion Rice-Evans
Managing Principal

The Economics of Land Use



*Economic & Planning Systems, Inc.
1330 Broadway
Suite 450
Oakland, CA 94612
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Los Angeles*

www.epsys.com

EPS_Budget



GODBE RESEARCH
Gain Insight

**PROPOSAL TO CONDUCT A
STATISTICALLY VALID COMMUNITY-
WIDE SURVEY TO SUPPORT THE PARKS
AND RECREATION MASTER PLAN
PROCESS**

Prepared for RHAA and City of San Rafael

October 4, 2021

COMMUNITY SURVEY PROJECT WORK PLAN

Godbe Research is a recognized leader in public opinion research for California local government agencies. We understand that each project's ultimate success depends on recognizing the individual and unique needs of each client and then developing a customized research plan to address these specific needs. To this end, we have crafted the following project work plan for RHAA and the City of San Rafael (San Rafael or City) to illustrate the types of considerations that go into each of our community survey projects. Below is our recommended scope of work for the statistically valid community survey of City of San Rafael residents to help inform and support the Parks and Recreation Master Plan process.

Recommended Survey Methodology and Sampling Design

Given the continued challenges in conducting telephone-only surveys in terms of response rates and demographic representation of certain community subgroups, it is our recommendation to conduct a hybrid Internet and telephone survey of San Rafael residents for the community survey process. Godbe Research developed the hybrid survey process in early-2013 (for the City of San Rafael) to acknowledge and counteract declining response rates for telephone-only surveys among certain demographic subgroups as well as to use a variety of recruitment and response technologies that are designed to reach and elicit participation from the broadest base of a given community. Other clients who have recently transitioned or used this hybrid survey model successfully include the City of Belvedere, Town of Corte Madera, City of Novato, County of Marin, San Rafael City Schools, Lucas Valley Elementary School District, Transportation Authority of Marin, Marin County Free Library, and almost every other Godbe Research client.

Accordingly, we are recommending this hybrid quantitative approach for this specific community survey to support the City of San Rafael Parks and Recreation Master Plan process, using an Internet survey as our primary data collection method and an email and text-based recruitment strategy for the Internet version of the survey. We will then supplement the Internet survey with a telephone survey methodology, after a review of Internet survey respondent demographics where we can identify and account for potential demographic and geographic sub-groups that might not respond adequately to the Internet version of the survey. The starting point for sample will come directly from the State voter file and the Marin County Registrar of Voters, where we have self-reported phone numbers (cell phone numbers and landlines) as well as email addresses, and we know that a given respondent lives specifically in the City of San Rafael and can segment the sample by known voter file demographics (e.g., age, gender, ethnicity, etc.). We will then supplement the sample with City of San Rafael-provided lists such as park and recreation registration lists, community communication lists, etc. to help increase the amount of contact information we have, as well as to include residents of San Rafael who are not registered to vote.

By using this hybrid methodological approach, it will cost effectively allow us to collect data from the broadest base of the San Rafael community by giving respondents a preference on how to interact with the various survey response technologies we offer in order to maximize our sample size and statistical validity for the survey, not to mention demographic and geographic representation of residents. Finally, for the telephone modality portion of the overall survey, we will also make sure to include 'cell phone only' San Rafael households, given that we can identify cell phone exchanges within the sample as well as conduct third party matching, which will help us with both the Internet (text to Internet) and telephone (calls to cell phones) modules.

Proposed Scope of Work

- Conducting a project kick-off meeting with the City of San Rafael and RHAA for the statistically valid community-wide survey, as well as additional meetings to discuss the research objectives and other aspects of the community survey, as needed.
- Reviewing resident, voter and parks and recreation user demographics in the City of San Rafael, any related previous opinion research, and other information that will help to inform and support this specific statistically valid community-wide survey process.
- Designing and refining a survey instrument of approximately 15-minutes in length so that it addresses the research objectives of the City of San Rafael and RHAA related to the statistically valid community-wide survey to support the Parks and Recreation Master Plan.
 - ❖ The survey development is done through an iterative process between Godbe Research, the City of San Rafael, and RHAA with multiple points for input, review, and approval prior to fielding the survey.
 - ❖ The survey will also be designed to be formatted for both Internet and telephone survey modalities as a 'hybrid survey' and both versions of the survey will be identical, save for instructions specific to each modality.
- Programming, refining, and testing the Internet version of the survey instrument using our Internet survey software package. This will be done by our team of IT and programming experts.
- CATI programming the survey version of the survey instrument for efficient and accurate data collection, and training telephone interviewing personnel on the questionnaire and interviewing protocol.
 - ❖ For the telephone version of our hybrid surveys, Godbe Research uses only live interviewers who have been trained on the survey questionnaire and who are located in the western United States.
- Pre-testing the survey instrument in both modalities to ensure that the questions and response codes are understandable to respondents, and to ensure that the survey length coincides with the budgeted survey length for the project.
- Training telephone interviewing personnel on the telephone survey questionnaire and interviewing protocol through an intensive training session.
- Development of a recruitment email (email to Internet) and recruitment text (text to Internet) for the Internet version of the survey and working with the City of San Rafael and RHAA so that Godbe Research can send recruitment emails to City residents with known email addresses and cell phone numbers.
 - ❖ The recruitment email should be signed by the City Manager or Recreation Director and will sent from the City's @cityofsanrafael.org email domain for familiarity and to convey the importance and validity of the survey process to residents in our sampling frame.
- Development of a listed sample of City of San Rafael residents, stratified and clustered to reflect known resident population data sources such as American

Community Survey (ACS) estimates or the U.S. Census. The listed sample will first be developed to leverage email addresses and cell phone numbers from the voter file, which we will supplement with City-provided lists, as the Internet modality will be conducted first in the hybrid survey process. Once we have developed the Internet sample, the rest of the sample will be de-duplicated by matching names, addresses, and phone numbers from Internet survey respondents to those in the voter file and City provided lists. We will then remove any resident from the telephone survey sample who previously completed the survey via the Internet. Further, we will ask telephone survey respondents in that sample if they have already completed the survey via the Internet and will remove those residents from the survey process through this screening question.

- Optionally translating the telephone version of the survey into Spanish and conducting Spanish language interviews with City of San Rafael residents/voters, based on respondent preference.
- Conducting 15-minute Internet and telephone interviews with at between 400 (n=400) and 500 (n=500) total City of San Rafael residents according to a strict interviewing protocol and our approved sampling design.
 - ❖ A sample size of 400 to 500 resident interviews will provide for a margin of error of no greater than to +/-4.9% at the 95% confidence level, when looking at all City of San Rafael residents, including registered voters.
- Merging the Internet and telephone data files, as well as processing and weighting the data to adjust for population distribution and strategic oversampling, as needed to reflect the resident population of the City of San Rafael.
- Developing a topline report of aggregate findings for the City of San Rafael and RHAA for the statistically valid community survey as the first deliverable in the statistically valid community-wide survey process.
 - ❖ We will also meet with the City and RHAA to review the topline/aggregate survey results. This will help our more detailed analysis and reporting to be of maximum value to both groups in helping to use the community survey results inform and support the Parks and Recreation Master Plan process.
- Analyzing the survey results and preparing a report of findings conclusions, and recommendations for the City of San Rafael and RHAA in draft and final formats (based on City and RHAA review and comments).
 - ❖ The report will directly address the research objectives outlined for the community survey and will include a methodology discussion, outline of the research objectives, graphical analysis by questions, respondent demographics, the topline report, survey questionnaire in English and Spanish, and a complete set of crosstabulations.
- Presenting the results and recommendations from the statistically valid community-wide survey to the City of San Rafael and RHAA.
- Post-survey consulting on the results and recommendations from the statistically valid community-wide survey, as need by the City of San Rafael and RHAA during the development and refinement of the Parks and Recreation Master Plan.

PROPOSED PROJECT COSTS

Based on our understanding of the needs of the City of San Rafael and RHAA for this specific statistically valid community-wide survey to inform the Parks and Recreation Master Plan process, Godbe Research has provided costs to conduct a 15-minute survey comprised of between 400 (n=400) and 500 (n=500) total City of San Rafael residents. In addition, we have also provided optional costs to translate and program the telephone version of the survey and to conduct interviews in Spanish, based on respondent preference.

The prices below reflect the all-inclusive costs to complete the statistically valid community-wide survey portion of the Parks and Recreation Master Plan project -- the overall cost for the community will not exceed those shown below, provided that the parameters (e.g., hybrid survey process, survey length, sample size, Spanish survey translation/interviewing, etc.) of the project conform to those outlined in our scope of work. Should project parameters or City of San Rafael needs change, we will be happy to provide amended costs prior to proceeding.

Hybrid Survey of 400 (n=400) to 500 (n=500) San Rafael Residents

<u>Project Task</u>	<u>15-min.</u>
Listed Voter Telephone Sample Purchase	\$800.00
Listed Voter Email Sample Purchase	\$800.00
Additional Cell and Land Line Matching	\$800.00
Internet Version Programming/Testing	\$4,750.00
CATI Programming of Telephone Version	\$1,125.00
Internet Version Recruitment and Hosting	\$500.00
Telephone Interviewing	\$7,000.00
Data Processing	\$800.00
Research Fee	\$7,500.00
Project Management	\$2,500.00
<u>Miscellaneous Expenses</u>	<u>\$150.00</u>
English-Only Survey Total	\$26,725.00
Optional Spanish Survey Translation - Telephone Version	\$525.00
<u>Optional Spanish Language Interviewing - Telephone Version</u>	<u>\$500.00</u>
English/Spanish Survey Total	\$27,750.00



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**San Rafael Parks and Recreation Master Plan
Fee Proposal
October 8, 2021**

FEE SUMMARY

Task 1 Inventory and Assessment of Existing Facilities and Programs	\$18,320
Task 2 Gather Input from the Community	\$880
Task 3 Action Plan	\$30,620
Task 4 Development of Final Plans and Supporting Materials	\$5,840
Task 5 Project Management	\$880
Total Proposed Fee Labor	\$56,540
Estimated reimbursable expenses	\$600
Total Labor + Reimbursables	\$57,140

	mack5		
	Sr. Architect	Architect	Sr. Cost
Task 1 Inventory and Assessment of Existing Facilities and Programs	\$220	\$170	\$195
1A Conduct an inventory and assessment of all existing recreation facility buildings within the City.	8	16	
1B Review and incorporate findings from the City's miscellaneous as-built documents and 2019 Facilities Assessment created by Terracon.	8	16	
1C Prepare report to identify the current usage and condition of each building and include a prioritization of recommendations for maintenance and renovation.	8	8	
1D Analysis will consider the capacity of each recreation building facility as well functionality, accessibility, condition, comfort, and convenience. Accessibility overview report will be included for recreation facility buildings.	16	16	
Hours	40	56	0
Fees	\$8,800	\$9,520	\$0
Total Task 1			
Task 2 Gather Input from the Community			
2A Attend and assist with facilitation of various public community meetings, focus groups and individual stakeholder interviews using virtual means if necessary (optional service).			
2B Meet monthly with steering group to discuss progress and receive feedback (optional service).			
2C Attend the Joint study session to review Draft Master Plan with Park & Recreation Commission and City Council.	4		
2D Attend Parks & Recreation Commission and City Council meetings to report progress and final report (optional service).			
Hours	4	0	0
Fees	\$880	\$0	\$0
Total Task 2			
Task 3 Action Plan			
3A Gather and analyze information on participation, needs, desires, operations, and programming relative to Recreation Facility Buildings and make recommendations.	4		
3B Identify areas of service shortfalls relative to Recreation Facility Buildings.	4		
3C Assist with the development of recommendations for operations, staffing, maintenance, renovations, and programming needs related to Recreation Facility Buildings.	4		
3D Project the anticipated costs for deferred maintenance, proposed improvements and proposed new facilities for Recreation Facility Buildings.	4	8	32
3E Project the anticipated costs for deferred maintenance for Ancillary Park Buildings.		4	8
3F Project the anticipated costs for deferred maintenance, and proposed improvements for Recreation Parks and Recreation Gardens.			84
3G Assist in the creation of a ranking system to help identify top priorities based on community input and funding.	4		
Hours	20	12	124
Fees	\$4,400	\$2,040	\$24,180
Total Task 3			
Task 4 Development of Final Plans and Supporting Materials			
4A Provide a summary report of existing conditions, inventories, and Level of Service analysis for Recreation Facility Buildings. Ancillary Park Buildings will be covered as a mack5 component of	8	24	
Hours	8	24	0
Fees	\$1,760	\$4,080	\$0
Total Task 4			
Task 5 Project Management			
5A Attend project kick-off meeting with City Staff to confirm project requirements and clarify roles, responsibilities, and expectations.	4		
Hours	4	0	0
Fees	\$880	\$0	\$0
Total Task 5			
Total Hours	76	92	124
Total Fees	\$16,720	\$15,640	\$24,180