



**SAN RAFAEL CITY COUNCIL AGENDA REPORT**

**Department: Library & Recreation**

**Prepared by: Craig Veramay, Asst. Library and  
Recreation Director  
Catherine Quffa, Library and  
Recreation Director**

**City Manager Approval:** 

File No.: 06.09.09

**TOPIC: TERRA LINDA COMMUNITY CENTER AND PARK PLAN PROJECT**

**SUBJECT: AUTHORIZE THE CITY MANAGER TO ENTER INTO A PROFESSIONAL SERVICES AGREEMENT WITH GATES + ASSOCIATES FOR LANDSCAPE ARCHITECTURAL AND ENGINEERING DESIGN SERVICES FOR THE TERRA LINDA COMMUNITY CENTER AND PARK PLAN PROJECT IN THE AMOUNT NOT TO EXCEED \$166,818**

**RECOMMENDATION:**

Authorize the City Manager to enter into a Professional Services Agreement with Gates + Associates in the amount not to exceed \$166,818, using Measure A Funds that were appropriated as part of the FY 2023-24 budget.

**BACKGROUND:**

In 2021 and 2022, the City completed a comprehensive Citywide Parks and Recreation Master Planning (CPRMP) process. That process included an assessment of the existing parks and recreation facilities, an evaluation of the community’s recreational needs, and the development of a prioritized set of recommendations. One of the top priorities from the CPRMP was the creation of a master plan specifically for the Terra Linda Community Park.

The Terra Linda Community Park is located at 670 del Ganado Road and is the City’s only community park in Northern San Rafael (as defined by the City’s General Plan 2040 Parks, Recreation, and Open Space Element). It comprises approximately 2.9 acres and includes a community center, playground, basketball court, lawn and pathways, parking lot, and an outdoor pool complex.

The City predicts that North San Rafael will experience substantial development in the coming years, which will both increase the demand on Terra Linda Community Park and provide a potential funding source for improvements.

Through this planning process, the City hopes to identify creative opportunities to address outdated infrastructure and increase recreational capacity at the park. While the planning process will assess how to incorporate the existing outdoor pool complex, the pool footprint and its support structures are

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**FOR CITY CLERK ONLY**

**Council Meeting:**

**Disposition:**

expected to remain unchanged. The goal of the master plan is to identify opportunities to address the changing needs and development opportunities of North San Rafael specifically, and the community.

**ANALYSIS:**

On October 26, 2023, the City released a Request for Proposals (RFP) for landscape architectural and engineering design services for this project. On November 28, 2023, two proposals from qualified firms were received. The two firms were evaluated and interviewed by City staff based on criteria specified in the RFP, including, but not limited to, completeness of the proposal, relevant experience and success in similar projects, experience and quality of project team, understanding of the project scope of work, ability to meet deadlines and operate within budget, familiarity with federal grant procedures, and references by former clients on similar projects.

City staff found Gates + Associates (“Gates”) and their sub-consultants to be the most advantageous to the City for this project. Gates submitted a proposal to perform landscape architectural and engineering design services, which staff reviewed and found to be complete and within industry standards.

The recommended Professional Services Agreement with Gates (Attachment 1) will provide project management and coordination services, data gathering and site evaluation, public engagement, a draft master plan with a vision framework and concept alternatives, and ultimately, a final master plan that includes funding strategies, a cost estimate, phasing strategy, and master plan document.

**ENVIRONMENTAL DETERMINATION:**

This action is statutorily exempt from the California Environmental Quality Act (“CEQA”) pursuant to section 15262 of the CEQA Guidelines because the agreement funds a planning study for possible future actions which the City has not approved, adopted, or funded.

**COMMUNITY OUTREACH:**

In 2021 and 2022, the City underwent a comprehensive Citywide Parks and Recreation Master Plan (CPRMP) process. That process included extensive community outreach, resulting in a recommendation to develop a Terra Linda Park and Community Center plan.

The scope of work included in the agreement with Gates includes a robust community engagement plan as well as an analysis of the community demographics and recreation trends. Gates and City staff will conduct two rounds of outreach. The first will identify the community’s likes, needs, and wants in relation to the Terra Linda Community Park, and is estimated to take place in Spring 2024. The second will seek feedback on proposed priorities and concept alternatives during Summer 2024. The two rounds will include in-person community meetings and events, an online survey, a project website, and focus group meetings as part of the planning process. Staff will leverage popular spring and summer activities, as well as outreach to Terra Linda residents living in multi-family housing apartments/complexes, neighborhood associations, and community groups to engage a broad range of stakeholders for this planning effort.

**FISCAL IMPACT:**

The Terra Linda Park and Community Center Plan project is identified in the FY 2023-24 Measure A Work Plan. This agreement will be funded with an appropriation of \$166,818 in Measure A funds.

**OPTIONS:**

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

1. Authorize the City Manager to enter into the agreement.
2. Do not authorize the City Manager to enter into the agreement and provide further direction to staff.

**RECOMMENDED ACTION:** Authorize the City Manager to enter into a Professional Services Agreement with Gates + Associates in the amount not to exceed \$166,818 using Measure A Funds that were approved as part of the FY 2023-24 budget.

**ATTACHMENT:**

1. Draft PSA with Gates + Associates for Landscape Architectural and Engineering Design Services (with Exhibit A)

**AGREEMENT FOR PROFESSIONAL SERVICES  
BY AND BETWEEN  
THE CITY OF SAN RAFAEL  
AND  
GATES + ASSOCIATES LANDSCAPE ARCHITECTS  
FOR LANDSCAPE ARCHITECTURAL AND ENGINEERING DESIGN SERVICES**

This Agreement is made and entered into as of \_\_\_\_\_ (the “Effective Date”), by and between the CITY OF SAN RAFAEL, a chartered California municipal corporation (hereinafter “**CITY**”), and GATES + ASSOCIATES (hereinafter “**CONSULTANT**”). **CITY** and **CONSULTANT** may be referred to individually as a “Party” or collectively as the “Parties” or the “Parties to this Agreement.”

**RECITALS**

A. **CITY** desires to secure professional services more fully described in this Agreement, at **Exhibit A**, entitled “SCOPE OF SERVICES”; and

B. **CONSULTANT** represents that it, and its subcontractors, if any, have the professional qualifications, expertise, and necessary licenses and desire to provide certain goods and/or required services of the quality and type which meet objectives and requirements of **CITY**; and

C. The Parties have specified herein the terms and conditions under which such services will be provided and paid for.

**NOW, THEREFORE**, the parties hereby agree as follows:

**AGREEMENT**

1. **SERVICES TO BE PROVIDED.**

Except as otherwise may be expressly specified in this Agreement, **CONSULTANT** shall furnish all technical and professional services, including labor, material, equipment, transportation, supervision and expertise (collectively referred to as “Services”) to satisfactorily complete the work required by **CITY** at its sole risk and expense. Services to be provided to **CITY** are more fully described in **Exhibit A** entitled “SCOPE OF SERVICES.” **CONSULTANT** acknowledges that the execution of this Agreement by **CITY** is predicated upon representations made by **CONSULTANT** in that certain proposal, dated November 28, 2023 (“Proposal”) set forth in **Exhibit A**, which constitutes the basis for this Agreement.

2. **COMPENSATION.**

In consideration for **CONSULTANT’s** complete performance of Services, **CITY** shall pay **CONSULTANT** for all materials provided and services rendered by

**CONSULTANT** at the unit rates and rates per hour for labor, as set forth in **Exhibit A**, for a total amount not to exceed \$166,818.

**CONSULTANT** will bill City on a monthly basis for Services provided by **CONSULTANT** during the preceding month, subject to verification by **CITY**. **CITY** will pay **CONSULTANT** within thirty (30) days of City's receipt of invoice.

3. TERM OF AGREEMENT.

Unless otherwise set forth in this Agreement or unless this paragraph is subsequently modified by a written amendment to this Agreement, the term of this Agreement shall begin on the Effective Date of this Agreement and terminate one (1) year from the Effective Date.

4. PROJECT COORDINATION.

A. **CITY'S Project Manager.** Craig Veramay 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**. Melonie Reynolds 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.

5. 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 timeperiod.

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.

6. 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.

7. 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.

8. 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.

9. INSURANCE REQUIREMENTS.

During the term of this Agreement, and for any time period set forth in **Exhibit B**, **CONSULTANT** shall procure and maintain in full force and effect, at no cost to **CITY** insurance policies with respect to employees and vehicles assigned to the performance of Services under this Agreement with coverage amounts, required endorsements, certificates of insurance, and coverage verifications as defined in **Exhibit B**.

10. INDEMNIFICATION.

A. Except as otherwise provided in subparagraph B of this section, **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.

11. **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.

12. **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.

13. **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.

14. 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:

Craig Veramay, Asst. Library and  
Recreation Director  
618 B St  
San Rafael, CA 94901

To **CONSULTANT's** Project Director:

Melonie Reynolds, Project Manager  
Gates + Associates  
1655 N. Main St Ste 365  
Walnut Creek, CA 94596

15. 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**.

16. 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.

17. 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.

18. 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.

19. 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.

20. 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, and **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).

21. 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.

22. APPLICABLE LAW.

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

23. 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.

*[Signatures are on the following page.]*

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

**CITY OF SAN RAFAEL:**

**CONSULTANT:**

\_\_\_\_\_  
CHRISTINE ALILOVICH, City Manager

\_\_\_\_\_  
By: \_\_\_\_\_

APPROVED AS TO FORM:  
**Office of the City Attorney**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

\_\_\_\_\_  
By: GENEVIEVE COYLE,  
Assistant City Attorney

[If CONSULTANT is a corporation, add  
signature of second corporate officer]

ATTEST:  
**City Clerk**

\_\_\_\_\_  
By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

\_\_\_\_\_  
LINDSAY LARA, City Clerk

**EXHIBIT A**  
**SCOPE OF SERVICES**

The Services to be performed for **CITY** by **CONSULTANT** under this Agreement are more fully described in **CONSULTANT's** proposal, which is attached to this as Exhibit A.

## **EXHIBIT B INSURANCE REQUIREMENTS**

During the term of this Agreement, and for any time period set forth below, **CONSULTANT** shall procure and maintain in full force and effect, at no cost to **CITY** insurance policies with respect to employees and vehicles assigned to the performance of Services under this Agreement with coverage amounts, required endorsements, certificates of insurance, and coverage verifications as defined in this Exhibit B.

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

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

3. **Professional liability.** 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. **Workers' compensation.** If it employs any person, **CONSULTANT** shall maintain workers' 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** workers' 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 workers' 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 workers' 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.

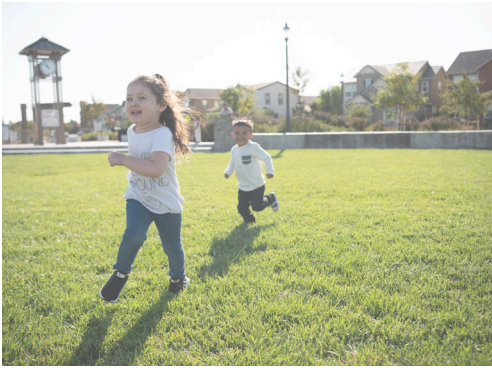
9. **CONSULTANT** agrees to ensure that subcontractors, and any other party involved with the Services, who is brought onto or involved in the performance of the Services by **CONSULTANT**, provide the same minimum insurance coverage required of **CONSULTANT**, except as with respect to limits. **CONSULTANT** agrees to monitor and review all such coverage and assumes all responsibility for ensuring that such coverage is provided in conformity with the requirements of this Agreement. **CONSUTLANT** agrees

that upon request by **CITY**, all agreements with, and insurance compliance documents provided by, such subcontractors and others engaged in the performance of Services will be submitted to **CITY** for review.

10. **CONSULTANT** agrees to be responsible for ensuring that no contract used by any party involved in any way with the Services reserves the right to charge **CITY** or **CONSULTANT** for the cost of additional insurance coverage required by this Agreement. Any such provisions are to be deleted with reference to **CITY**. It is not the intent of **CITY** to reimburse any third party for the cost of complying with these requirements. There shall be no recourse against **CITY** for payment of premiums or other amounts with respect thereto.

C. **Deductibles and SIR's.** Any deductibles or self-insured retentions in **CONSULTANT's** insurance policies must be declared to and approved by the **CITY** 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 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 the **CITY**.



# TERRA LINDA PARK AND COMMUNITY CENTER MASTER PLAN

CITY FILE NO. 06.09.09

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**CITY OF SAN RAFAEL**

**City of San Rafael  
1400 Fifth Avenue  
San Rafael, CA 94901**

Gates + Associates  
1655 N. Main Street  
Walnut Creek, CA 94596  
(925) 736-8176 x 2004  
Melonie@d-gates.com

**November 28, 2023**

**Includes 1/10/24 revised scope of work**





November 28, 2023

City of San Rafael  
1400 Fifth Avenue  
San Rafael, CA 94901

**RE: PROPOSAL FOR TERRA LINDA PARK AND COMMUNITY CENTER MASTER PLAN (FILE NO. 06.09.09)**

Gates + Associates appreciates the opportunity to submit our proposal for the ***Terra Linda Park and Community Center Master Plan***. We applaud the City for taking the steps to further enhance this beloved public resource, increase outdoor recreation access, and implement improvements identified in the Citywide Park & Recreation Master Plan. We have enjoyed our current and past collaborations with the City of San Rafael to upgrade both the play area at Sun Valley Park and implement improvements at Pickleweed Park, and would be honored to partner again with the City to refresh the playground & surrounding amenities to ensure that Terra Linda Park is a dynamic and lasting space for public benefit.

Grounded by our mission to ***“get people outside,”*** Gates + Associates brings a strong and diverse portfolio of regional, community, and neighborhood park design. Our team is proud to offer over 45 years of park planning and design experience to this project, from developing park master plans to construction documents for park & playground improvements across all ranges of size and budget. We specialize in developing implementable designs and final bid documents that incorporate community input.

We are a 30-person firm located in Walnut Creek, California, where all work will be performed locally. With our diverse and experienced staff, we offer a wide range of technical expertise, a reality-based knowledge of cost and maintenance implications of design decisions, an understanding of how public spaces are used, and an ability to respond to the changing needs of the jurisdictions we serve. Our proposed team includes key members of our firm, who bring a formidable combination of practical experience, local familiarity, and a penchant for creating innovative yet implementable plans through a transparent and consensus-oriented design process. We have assembled a custom “dream team” to meet the challenges of your project. Our subconsultant partners include **BKF Engineers**, who will provide civil engineering services; **David J. Powers & Associates** for environmental compliance & permitting assistance; **Group 4** for architectural research and planning; and **BSK Associates** for geotechnical engineering services. We have collaborated with the listed teams on several projects in the past and enjoy their problem-solving and collaborative approach to design.

**Gates + Associates accepts the sample Professional Services Agreement as-is. We also acknowledge receipt of Addendum #1.** A more detailed description of our approach and team is provided in this proposal. We look forward to continuing our partnership with you on this exciting project. Should you have any questions please feel free to contact me at **(925) 736-8176 x2004**, or at **melonie@dgates.com**.

Sincerely,



Melonie Reynolds  
Project Manager  
Gates + Associates

# TERRA LINDA PARK & COMMUNITY CENTER MASTER PLAN

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CITY OF SAN RAFAEL

## PROPOSAL

Gates + Associates

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## STATEMENT OF QUALIFICATIONS

### FIRM PROFILE + RELEVANT EXPERIENCE

**GATES + ASSOCIATES** (GATES) is a women-owned, SBE certified 30-person Landscape Architecture, Urban Design and Land Planning firm located in Walnut Creek, established in 1977. We are passionate group collaborative & innovative designers who love to develop **environmentally-sensitive urban designs that get people outside**. Our quality, sustainable designs throughout the San Francisco Bay Area and beyond provide dynamic, memorable, and maintainable spaces for a wide breadth of people to live, work, and play. To each design, we bring an understanding of the way in which a space is experienced and the creativity to conceive an environment that is memorable and unique. The spaces we design are usable, educational, and inspirational. At Gates + Associates, **we view design within the public realm as a privilege to create a “place” for the local community**. Designs must not only celebrate a site’s environmental qualities but also create a desirable destination for people. Our schematic design process emphasizes the communication of design concepts with graphics, diagrams, and images to ensure the project goals are met. We regularly work with public agencies to create beautiful yet functional spaces that meet specific local needs, express a community’s unique character, and thoughtfully consider circulation patterns, accessibility, maintenance, and sustainability. **We practice a consensus-oriented design approach that facilitates incorporation of community and agency input**. GATES brings extensive experience with diverse groups of stakeholders who bring a variety of perspectives to the process. Our project process optimizes the talents of our graphics professionals, as well as group facilitation techniques, to effectively communicate messages, elicit feedback and work toward consensus.

### OUTSIDE CONSULTANTS

Names and qualifications of outside consultants and associates can be found starting on page 7.

### COMPANY INFORMATION

Gates + Associates  
1655 N. Main Street, Suite #365  
Walnut Creek, CA 94596  
925.736.8176 | www.dgates.com

#### Firm Owners:

Casey Case, President

#### Project Manager:

Melonie Reynolds  
melonie@dgates.com



### KEISER PARK MASTER PLAN | Windsor, CA

Gates + Associates is collaborating with the Town of Windsor to revise the 2008 Master Plan by rethinking improvements for the site’s southern portion and developing a concept for the expansion properties acquired by the Town in 2022. The project has involved a robust public outreach program, including creation of a project logo, development and maintenance of the project website, various print and digital collateral, stakeholder focus groups, in-person and virtual workshops, and presentations to commissions and councils. Round 1 outreach included multiple in-person events and an online survey. In the round 2 of outreach, feedback was collected on three draft concept alternatives for Keiser Park’s expansion, via a design charette, community webinar, and utilizing an online forum on the project website. The project is currently in the Master Plan phase and is intended to be presented to Council January 2024.



### REFERENCE

**Client:** Town of Windsor  
**Primary Contact:** Olivia Lemen  
**Tel:** (707) 838-5383

**Email:** olemen@townofwindsor.com  
**Date of Services Provided:** November 2021- November 2023

# STATEMENT OF QUALIFICATIONS

## RELEVANT EXPERIENCE



### MEMORIAL PARK SPECIFIC PLAN | Cupertino, CA

Memorial Park, a 22-acre site that hosts numerous community and civic-focused events, is Cupertino’s largest and most well-used park. It houses a large lawn area, gazebo, an amphitheater, lighted softball field and six lighted tennis courts, and is also adjacent to three multi-use community centers and the Cupertino Veterans Memorial. Preceded by 2 park renovation projects to remove ponds and implement technical improvements at the amphitheater, Gates is leading a multidisciplinary team to develop a plan that aims to improve the facility and determine how to best meet the future recreation, community gathering, event, and green space needs of Cupertino and achieve the balance between the built and natural environments. Our scope included a full site evaluation and analysis of the park, facilitating a proactive and robust community outreach effort that included online surveys, and development of a community-preferred design concept for future improvements.

#### REFERENCE

**Client:** City of Cupertino

**Primary Contact:** Susan Michael

**Tel:** (408) 777-1328

**Email:** susanm@cupertino.org

**Dates of Services Provided:** 2022 - Present  
(targeting adoption in Winter 2023)

### MATT GARCIA PARK MASTER PLAN

Fairfield, CA

As project prime, Gates + Associates is leading a multidisciplinary team that includes **Group4 Architecture**, to collaborate with the City of Fairfield to develop a complete comprehensive Master Plan for the future Matt Garcia Community Park. The 50-acre park will include both active and passive recreation opportunities, ranging from soccer fields and pickleball courts to a wetland area, community plaza, recreation center and adventure playground. Gates facilitated incorporation of community and stakeholder input to develop a comprehensive Master Plan to ensure the park is a viable community asset for the next 50 years. The Master Plan document includes a site assessment, community outreach summary, cost estimates, and phased implementation plan.

#### REFERENCE

**Client:** City of Fairfield

**Primary Contact:** Caroline Vedder

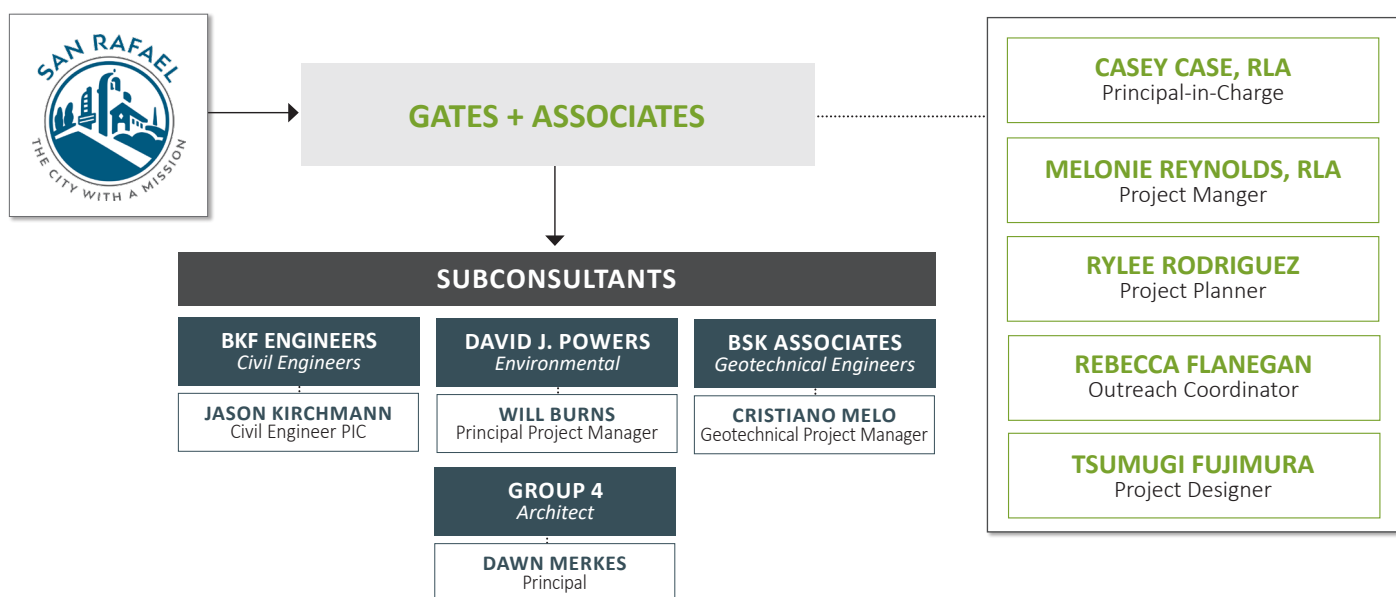
**Tel:** (707) 428-7484

**Email:** cvedder@fairfield.ca.gov

**Dates of Services Provided:** October 2021- Present



## PROJECT ORGANIZATION & KEY PERSONNEL



### PROJECT TEAM

**CASEY CASE** will serve as **Principal-in-Charge**. She is a visionary and collaborative landscape architect with a varied project portfolio that includes park renovations, streetscape design, park & recreation master planning, and urban design. Casey's expertise includes project management, graphic renderings, project concept, design development, cost estimating, and construction document production. **MELONIE REYNOLDS** will serve as **Project Manager** and be the main point-of-contact for the City. She has successfully managed a wide range of public and private projects from project design development, cost estimation, construction document development, and construction administration. She brings a broad portfolio of a wide range of park design, renovation and master planning projects, including recent experience with the City of San Rafael for improvements at both Sun Valley Park & Pickleweed Park. **RYLEE RODRIGUEZ** will serve as **Project Planner**. Rylee has worked on a wide range of public parks and recreation master plans since joining Gates + Associates. With a background in urban planning, design, and policy development, her interest lies in parks, green spaces, and sectors of the public realm that emphasize placemaking and getting people outside. **REBECCA FLANEGAN** will serve as **Outreach Coordinator**, bringing 15+ years of experience in events and public engagement with a focus on creatively connecting to communities. At Gates, Rebecca has coordinated thoughtful and inclusive outreach programs for capital improvement projects and solicited community feedback through focus group interviews, webinars, online surveys, and in-person workshops. **TSUMUGI FUJIMURA** will serve as **Project Designer**. She brings experience with creating conceptual designs based on community input for public infrastructure projects including Sun Valley Park in San Rafael, as well as producing schematic design graphics & photosimulations for past Master Plan projects including Keiser Park in Windsor and Arden Park & Recreation Master Plan in Sacramento.

### SUBCONSULTANTS

**JASON KIRCHMANN** will provide civil engineering services through **BKF Engineers**. He has a wide variety of experience in civil engineering design and the construction of projects for local municipalities and private sector clients. **WILL BURNS** will provide environmental planning services through **David J. Powers & Associates**. Will will prepare the necessary environmental review for the project. He has extensive experience in evaluating environmental impacts associated with park and recreational projects. **CRISTIANO MELO** will provide geotechnical services through **BSK Associates**. He has nearly 23 years of engineering experience supporting projects ranging from design of shallow and deep foundations to retaining walls, pavements evaluation and rehabilitation studies, earthwork, hillside grading, site drainage, subgrade stabilization, numerous parks, and slope stability analysis. He is also experienced in managing construction observation and testing. **DAWN MERKES** will provide architecture planning services. Dawn will lead architectural assessments required for the master planning and conceptual design for the new Terra Linda Community as well as support in community outreach/engagement.



**GATES + ASSOCIATES**  
Walnut Creek, CA

**REGISTRATIONS**

Landscape Architect, CA #6032  
ISA-Certified Arborist  
ReScape-Qualified Rater

**CASEY CASE, RLA | Principal-in-Charge**

Casey has successfully managed numerous projects both in public and private sectors. Her project experience includes urban design, streetscape design, campus master planning, and community planning and design. Her expertise as a Landscape Architect, Arborist, and sustainability steward allows her to design the outdoor experience with a holistic approach that permeates the building edge and bridges the gap between the environment and human interaction.

**YEARS EXPERIENCE**

15 years, 12 with firm

**RELEVANT PROJECTS**

*Bayside Manor & Marina Vista Park Upgrades, Millbrae, CA*  
*Memorial Park Specific Plan, Cupertino, CA*  
*Keiser Park Master Plan Update, Windsor, CA*  
*Parks & Rec Master Plan Update, Milpitas, CA*  
*Recreation & Park District Optimized Plan, Cordova, CA*



**GATES + ASSOCIATES**  
Walnut Creek, CA

**REGISTRATION**

Landscape Architect, CA #6573  
ReScape-Qualified Professional

**MELONIE REYNOLDS, RLA | Project Manager**

Melonie has worked on a wide range of public and private projects from creation of project design, design development, cost estimation, construction document development, and construction administration. She has experience with a wide range of park design and master planning projects and is highly familiar with their unique issues. She has a broad knowledge of landscape design approaches and successful management of all types of design projects. Melonie is well-versed in the design of LEED, CHPS, and ReScape Projects and is a ReScape Qualified Landscape Professional.

**YEARS EXPERIENCE**

19 years, 19 with firm

**RELEVANT PROJECTS**

*Carmichael Parks Master Plan, Carmichael, CA*  
*Daly City Parks and Open Space Master Plan, Daly City, CA*  
*Matt Garcia Community Park Master Plan, Fairfield, CA*  
*Middle Harbor Shoreline Park, Oakland, CA*  
*Recreation & Park District Optimized Plan, Cordova, CA*



**GATES + ASSOCIATES**  
Walnut Creek, CA

**YEARS EXPERIENCE**

1 year, 1 with firm

**RYLEE RODRIGUEZ | Project Planner**

Rylee has worked on a wide range of public parks & recreation master plans since joining Gates + Associates. With a background in urban planning, design, and policy development, her interest lies in parks, green spaces, and sectors of the public realm that emphasizes thoughtful placemaking, and getting people outside. Her skills include planning, design, policy development, and GIS.

**RELEVANT PROJECTS**

*Middle Harbor Shoreline Park Master Plan Update, Port of Oakland, CA*  
*Memorial Park Specific Plan, Cupertino, CA*  
*Matt Garcia Community Park Master Plan, Fairfield, CA*  
*Keiser Park Master Plan Update, Windsor, CA*



**GATES + ASSOCIATES**  
Walnut Creek, CA

**YEARS EXPERIENCE**

24 years, 1 with firm

**REBECCA FLANEGAN | Outreach Coordinator**

Rebecca has over 15 years of experience in events and public engagement with a focus on creatively connecting to communities. At Gates + Associates, Rebecca has coordinated thoughtful and inclusive outreach programs for planning projects and solicited community feedback through a variety of forums, interviews, webinars, online surveys, and in-person workshops. Her expertise involves outlining outreach opportunities, guiding the engagement process to meet the needs of the client and community, and synthesizing input received into comprehensive and actionable results.

**RELEVANT PROJECTS**

*Bayside Manor & Marina Vista Park Upgrades, Millbrae, CA*  
*Keiser Park Master Plan Update, Windsor, CA*  
*Memorial Park Specific Plan, Cupertino, CA*  
*Sign Hill Open Space Master Plan, South San Francisco, CA*



**GATES + ASSOCIATES**  
Walnut Creek, CA

**YEARS EXPERIENCE**  
4 years, 4 with firm

**TSUMUGI FUJIMURA | Project Designer**

Tsumugi has managed a wide range of public and private projects. She is a curious, open-minded, and detail-oriented professional who is passionate about urban planning and development. She utilizes her project management skills and proficiency in industry-standard design software to carry projects from initial concept development to construction documentation. By integrating user needs, environmental considerations, and aesthetic principles, she strives to consistently deliver projects that strike a balance between functionality, sustainability, and visual appeal.

**RELEVANT PROJECTS**

- San Valley Park, San Rafael, CA*
- Keiser Park Master Plan Update, Windsor, CA*
- Ellis Aquatic Center, Tracy, CA*
- Rotary Park, Lathrop, CA*
- Gogvy Park, Calistoga, CA*
- Smith Field Master Plan, Half Moon Bay, CA*



**BKF ENGINEERS**  
Santa Rosa, CA

**REGISTRATIONS**  
Civil Engineer, CA No. 78079  
Land Surveyor, CA No. 8806

**JASON KIRCHMANN, PE, PLS, QSD/P | Civil PIC**

Jason has a wide variety of experience in civil engineering design, and the construction of projects for local municipalities and private sector clients. He has provided civil engineering and land surveying services for a wide array of projects, converting client's ideas and desires into final construction documents. Jason brings a keen sense of urgency to projects and consistently demonstrating the ability to stay on schedule and within budget.

**YEARS EXPERIENCE**  
21 years, 21 with firm

**RELEVANT PROJECTS**

- Victor Jones Park Improvements, San Rafael, CA*
- San Valley Park, San Rafael, CA*
- Bayer Neighborhood Park and Community Garden, Santa Rosa, CA*
- Ives Park Renov. Master Plan, Sebastapol, CA*
- Keiser Community Park, Windsor, CA*



**DAVID J. POWERS & ASSOCIATES**  
Oakland, CA

**WILL BURNS | Principal Project Manager**

Will Burns is a Vice President and Principal Project Manager for DJPA with 20+ years of experience preparing environmental documents for private & public sector projects including master plans for parks and recreational facilities and infrastructure projects including multi-use pathways and pedestrian/bicycle safety projects. His expertise lies in managing the environmental process to meet CEQA requirements, and local/state/federal permitting agencies.

**YEARS EXPERIENCE**  
20 years, 20 with firm

**RELEVANT PROJECTS**

- Creskide Master Plan, Marin County*
- Kawana Springs Community Park Master Plan, Santa Rosa, CA*
- Roseland Creek Community Park Master Plan, Santa Rosa, CA*
- Veterans Memorial Beach Master Plan, Sonoma County, CA*



**BSK ASSOCIATES**  
Livermore, CA

**REGISTRATION**  
CA Geotech. Engineer, #64025

**CRISTIANO MELO, PE, GE | Lead Geotechnical Engineer**

Cristiano is a licensed Civil and Geotechnical Engineer in the State of California with nearly of 23 years of engineering experience supporting projects ranging from design of shallow and deep foundations to retaining walls, pavements evaluation and rehabilitation studies, earthwork, hillside grading, site drainage, subgrade stabilization, numerous parks, and slope stability analysis.

**YEARS EXPERIENCE**  
23 years, 10 with firm

**RELEVANT PROJECTS**

- Grove Park Improvements, Berkeley, CA*
- Marchetti Park, Antioch, CA*
- Premier Fields, Pittsburg, CA*
- McCoy Creek Trail Phase II, Suisun City, CA*
- Wallis Ranch Community Park, Dublin, CA*



**GROUP 4 ARCHITECTURE**  
San Francisco, CA

**REGISTRATION**  
CA Architect, C24206  
LEED AP, BD+C

**DAWN MERKES, AIA LEED | Principal**

Dawn Merkes is an active proponent of user-based planning for public projects. With her strong communication skills and excellent public meeting facilitation abilities, Dawn excels in working with communities and stakeholders to create a vision that leads facilities that have a significant impact on people's daily lives. She brings an excellent record in managing the public engagement, community outreach, and architectural planning for complex and high-profile public community and recreation projects.

**RELEVANT PROJECTS**

- San Rafael Essential Facilities & Civic Center Plan, San Rafael, CA*
- San Rafael Library Master Plan, San Rafael, CA*
- Pickleweed Park Community Center & Library, San Rafael, CA*
- Burlingame Community Center, Burlingame, CA*



## STATEMENT OF QUALIFICATIONS

### MASTER PLAN REFERENCES

#### OLIVIA LEMEN

Director of Parks and Recreation

Town of Windsor

Tel: (707) 838-5383 | Email: olemen@townofwindsor.com

**Project: Keiser Park Master Plan Update** — Gates + Associates is collaborating with the Town of Windsor to develop a new vision for Keiser Park that best serves the needs of the community into the future and illustrates a community-backed concept for the expansion properties acquired by the Town. Community outreach was conducted between 2022 to 2023 and included pop-up events, online surveys, a virtual webinar, and presentations to councils and commissions throughout the process. Our team developed three unique design concepts for the public to respond to, all emphasizing themes important to the community. Once a preferred alternative is selected, cost estimates, funding strategies, partnership opportunities and phasing alternatives will be identified within the Master Plan along with environmental review.

**Plan Document Website (DRAFT Plan - not yet public):**

<https://gatesassociates.sharefile.com/d-sada06bdc0d204674be13a8a7948d1764>



Photosimulation of Park Entry for Keiser Park, Windsor, CA

#### CAROLINE VEDDER

Associate Civil Engineer

City of Fairfield

Tel: (707) 428-7484 | Email: cvedder@fairfield.ca.gov

**Project: Matt Garcia Community Park** — Gates is currently working with the City of Fairfield to develop a comprehensive Master Plan for the future Matt Garcia Community Park. The 50-acre park will include a wide range of active and passive recreation opportunities with the community demonstrating desires for soccer fields, an adventure playground, tennis and pickleball courts, and all-wheels track, outdoor amphitheater, a trail & path network and picnic areas- all included in the preferred alternative. The project involved robust community outreach effort that included online surveys, pop-up events and stakeholder interviews.

**Plan Document Website (DRAFT Plan - not yet public):**

<https://gatesassociates.sharefile.com/d-scf747f27f6014636aa8f8387b19409c9>



Social Media Collateral for Matt Garcia Community Park Master Plan, Fairfield, CA

#### MICHAEL BLONDINO

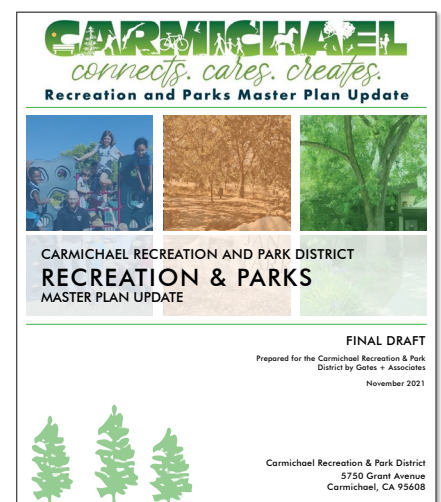
District Administrator

Carmichael Recreation & Park District

Tel: (916) 485-5322 | Email: mblondino@carmichaelpark.com

**Project: Carmichael Recreation & Park District Master Plan Update** — Gates + Associates directly performed the master plan for the Carmichael Recreation Park District which features 13 parks and facilities. The update is intended to serve as a guide for policy decisions; prioritizing and balancing demands and opportunities; providing a framework for park and facility improvements and other expenditures for parks and recreation activities. This project involved a robust community outreach process, which involved in-person and virtual community events; multiple focus groups to better understand & hear from specific demographic groups; a dedicated project website and social media plan; and a thorough public review process of Draft Master Plan Update.

**Plan Document Website:** <https://www.carmichaelpark.com/files/a5335dbf1/2021+-11+-+01+Carmichael+MP+-+Reduced+%281%29.pdf>



Final Plan Document for Carmichael Recreation & Parks Master Plan Update



# TECHNICAL COMPETENCE

Scope of Services |

Fee Summary by Company |

Schedule |

**Scope of work and fees  
revised 1/10/24**

## TERRA LINDA PARK & COMMUNITY CENTER MASTER PLAN

City of San Rafael

### TASK 1 – PROJECT MANAGEMENT

*The objective of this task is to meet with the project team, visit the project site, review background materials, and proactively manage the project by addressing issues in a timely manner to maintain the project schedule.*

#### **Subtask 1.1 – Project Management**

Manage all aspects of the project including consultants, schedule, meetings, and deliverables. Provide copies of agendas and other meeting materials to the City in advance of meetings.

#### **Subtask 1.2 – Project Kick-off Meeting**

Host project kick-off meeting (virtual) to confirm project details and expectations:

- Review project goals and challenges.
- Establish roles and communication protocols between team members and City staff.
- Identify potential stakeholders.
- Review community outreach strategy.
- Discuss and adopt a baseline schedule with key milestones for the project.
- Identify background/resource materials.

#### **Subtask 1.3 – Progress Reports & Meetings**

Provide weekly email updates and bi-weekly virtual check-ins with City staff and the project team to ensure productive communication regarding upcoming tasks, project progress, and project schedule.

#### **DELIVERABLES:**

Project Plan & Schedule  
Weekly Progress Emails

#### **MEETINGS:**

Kickoff Meeting (virtual) (1)  
Bi-weekly Virtual Check-ins (24)

### TASK 2 – DATA GATHERING & SITE EVALUATION

*The objective of this task is to develop an understanding of site opportunities and constraints through review of previous studies, staff interviews, site reconnaissance, and research.*

#### **Subtask 2.1 – Existing Document Review**

Review existing site assessments, 2022 Citywide Parks and Recreation Master Plan, General Plan 2040, as-built plans, and other related documents to establish context and gather information for the project.

#### **Subtask 2.2 – Site Visit and Reconnaissance**

Perform two (2) site visits with City staff. Inspect and inventory the project area to review access, use patterns, structure interface, circulation, existing trees, perimeter conforms, irrigation services/equipment, and any possible conflicts with existing infrastructure.

Perform (1) site visit (at same time as one visit discussed above) with City staff to walk existing building and summarize facilities condition, programs and operations.

#### **Subtask 2.3 – Needs Assessment**

Analyze existing site conditions with consideration given to inclusivity, quantity, condition, cultural relevancy, connections, programs, and services.

- Identify currently unmet site and building needs using site assessment data and benchmarking.

- Assess current programs, services, and maintenance at the park site in relation to present and future goals, objectives, and directives.
- Access current programs, services, and maintenance at the Community Center site in relation to present and future goals, objectives, and directives.
- Consider demographics, recreation trends, community values, and the improvement of health and environmental outcomes in the analysis.

**DELIVERABLES:**

Summary of Assessment Findings

**MEETINGS:**

Site Visits with City Staff (2)

**TASK 3 - PUBLIC ENGAGEMENT**

*The purpose of this task is to proactively engage the community in developing a vision for the Terra Linda Park and Community Center Master Plan.*

**Subtask 3.1 – Community Outreach Plan**

Work with City staff to develop a community outreach plan. The plan will identify the specific channels for each round of outreach. We are assuming two (2) rounds with multiple input opportunities in each round to create a consistent data set.

Round 1: Likes, Needs, and Wants

Identify current usage trends, as well as amenities and programs the community desires for the site.

## Participation Avenues:

- Project Website (designed and hosted by GATES at project-specific web address)
- Community meetings (2 virtual and 2 in-person)
- Online Survey
- One (1) Pop-up activity/station at a community event, meeting, and/or the site

Round 2: Priorities and Concept Alternatives

Develop and present preliminary concept alternatives and identify community preferences and priorities.

## Participation Avenues:

- Project Website
- Stakeholder Meetings/Focus Groups
- Online Survey
- One (1) Community Workshop
- One (1) Pop-up activity/station at a community event, meeting, and/or the site

This task also includes the following outreach efforts:

- Develop project tagline/logo to be a consistent brand in all outreach communication.
- Prepare outreach collateral pieces (flyer, mailer, poster, etc.) to promote public engagement activities.  
*Assume four (4) template pieces created in both English and up to two (2) other languages, updated for each round/event.*
- Create a schedule for announcements, events, and other awareness-building.
- Work with the City to identify appropriate communication channels. These might include:
  - Social media
  - Informational booth at City events or meetings
  - Newsletter for local schools/community groups
  - Signage at project site

- Work with the City to identify and reach out to potential co-sponsors or co-promoters and community enhancers to assist with outreach efforts.
- Provide documentation of the community engagement strategies and processes implemented, as well as the results of those efforts.

### ***Subtask 3.2 – Project Website/Social Media***

Utilize virtual platforms to increase community awareness and share information about the project.

#### Website

Gates to provide content and graphics to City to host on City-managed project webpage.

Manage comments, provide content and six (6) updates over the course of the project to keep the community informed, share survey results, and promote input opportunities including a frequently-asked-questions section.

#### Social Media

City will post social media content provided by the consultant to appropriate City-managed social media accounts, e.g., Facebook, Instagram, X (formerly Twitter), and/or Nextdoor.

Consultant to provide:

- Shareable text, graphics, images, and hashtags.
- Recommendations for posting schedules.

City to monitor sites. Gates to consult on responses to community input.

### ***Subtask 3.3 – Online Survey***

Develop surveys for Round 1 and Round 2 to gather input from participants in an online-based format.

- Online surveys will be created through Survey Monkey by Consultant.
- Links to surveys to be distributed by City via additional online media such as Instagram, NextDoor, and Facebook, as well as posted on the project website/webpage.
- Results will be analyzed and tabulated by consultant.a

Work with City staff to identify locations where supplemental “hard copies” can be available and to post flyers at key locations (line at grocery store, City Hall, library) to encourage online survey participation. (English and Spanish)

### ***Subtask 3.4 – Community Meetings and Stakeholder Focus Groups***

Plan and facilitate stakeholder focus discussion groups around key topics. Work with the City to identify Key Stakeholders to provide understanding of expectations, insights, and opportunities.

Stakeholders may include:

- Park user groups
- Neighborhood Associations
- Service Organizations
- Local Community Leaders
- Other Advocacy Groups

Work with City staff to notify stakeholder groups and solicit their participation in virtual or in person meetings. Prepare agendas, presentations, and materials to facilitate discussion.

Potential meeting topics might include:

- Unmet recreation needs
- Design criteria for specific amenities (nature playground, amphitheater/gathering space, etc.)
- Potential partnerships

- Preferred alternative
- Phasing priorities

**Subtask 3.5 – Community Meetings, Workshops, and Pop-ups**

Host (5) community-wide meetings with varying dates, times, locations, and formats to capture as much input as possible. Each event will provide project updates and interactive opportunities for community members to provide input on the project.

Prepare exhibit materials to facilitate discussion and collect feedback.

- For in-person meetings and pop-up events, City to arrange for space and provide tents/tables, etc. Consultant to provide exhibits and run stations.
- For virtual workshops, Consultant to host meeting, prepare materials, and facilitate discussion.

Community meeting summaries and recordings will be posted to the project website and allow for continued virtual input.

**Subtask 3.6 – Public Meetings**

- (2) Presentations at the Parks and Recreation Commission
- (2) Presentations at City Council meetings

**DELIVERABLES:**

Community Engagement Plan  
 Draft and Final Online Surveys  
 Draft and Final Outreach Materials  
 Pop-Up/Workshop Event Materials  
 Public Meeting Package and Presentation  
 Outreach Summary

**MEETINGS:**

Rd 1 Community meeting (virtual) (1)  
 Rd 1 Community meeting (in-person) (1)  
 Rd 1 Focus group meetings (1-2)  
 Rd 2 Virtual Community Workshop (1)  
 Rd 1 & 2 Pop-Ups (2)  
 Park and Recreation Commission (2)  
 City Council (2)

**TASK 4 – DRAFT MASTER PLAN**

*The objective of this task is to develop alternative scenarios for the park based on an understanding of the site and community and stakeholder input and to identify a preferred option.*

**Subtask 4.1 – Vision Framework**

Based on outreach efforts and need assessment, develop a vision framework including:

- Guideline Principles – to be used in evaluation of alternatives and in the development of goals and objectives.
- Draft program of desired exterior recreation opportunities and site elements to meet community recreation needs.
- Draft building program of desired reaction programs and service opportunities and building elements to meet community recreation needs.

**Subtask 4.2 – Concept Alternatives**

Prepare two (2) alternative Concept Plans to scale illustrating functional relationships, circulation hierarchy, use spaces, buffers, and park facilities.

- Programmed recreation spaces – including spaces that support community recreation such as group exercise spaces, outdoor sports courts, and play equipment
- Programmed community/recreation center spaces
- Site access and circulation options.

- Constraints and potential impacts (noise, light, air, traffic, and safety).
- Other innovative alternatives that may have emerged through community participation.

Review alternatives with City Staff to identify a preferred option with potential alternatives to share with Stakeholders and public.

Prepare presentation material to present concept alternatives and findings from public input to the Park and Recreation Commission and City Council.

#### ***Subtask 4.3 – Preferred Alternative***

Prepare an annotated Illustrative Site Plan.

Prepare overall site diagrams describing design intent which might include:

- Circulation hierarchy
- Grading / stormwater concept
- Utility improvement
- Recreation amenity locations
- Landscape concept
- Building concept

Refine preferred alternative to create DRAFT Master Plan based on stakeholder and public input.

### **TASK 5 –MASTER PLAN**

*The objective of this task is to refine the preferred alternative into a ‘blueprint’ for park improvements.*

#### ***Subtask 5.1 – Master Plan Update***

Work with Staff to update the Master Plan based on Park & Recreation Commission, Council and Community input.

#### ***Subtask 5.2 – Funding Strategies***

Work with City Staff to explore funding options:

##### **Grants**

- Review potential grant sources with City Staff to identify City candidates.
- Review requirements of potential grant services to ensure the Master Plan process provides the required documentation (e.g., inclusive outreach is often a key criteria).

##### **Partnerships**

- Work with staff to identify any potential funding partners – non-profits, school districts, program operators, businesses, agencies.

##### **Revenue Generation**

- Identify potential operation revenue sources.

##### **CIP**

- Identify potential budget for CIP funding over the next 10 years.

##### **Impact Fees**

- Identify potential funds and timing of funds from Development Impact Fees.

#### ***Subtask 5.3 – Cost Estimate***

Develop cost estimates for proposed improvements including City administration cost, and professional services fees. Break cost estimate into segments to align with phasing.

#### ***Subtask 5.4 – Phasing Strategy***

Based on Community priorities, logical construction sequencing and potential CIP and other funding opportunities. Develop a preliminary phasing plan.

Work with staff to review phasing and refine the Master Plan as necessary.

#### ***Subtask 5.5 – Master Plan Document***

Consolidate process, findings and recommendations into a summary document which may include:

- Executive Summary
- Background (purpose of document, history of project, site analysis)
- Goals and Objectives
- Community Input Summary
- Design Process, Alternatives, and Character
- Preferred Site Design and cost estimate
- Implementation Strategy (financial and action plans)

#### ***Subtask 5.6 – Final Master Plan***

- Present Final Master Plan and Phasing Strategy to City Council
- Work with staff to incorporate City Council comments into the final document

#### ***DELIVERABLES:***

Refined Master Plan Evaluation  
 Cost Estimate for Preferred Conceptual Design  
 Funding Strategies Matrix  
 Phasing Plan  
 Draft Summary  
 Master Plan Document  
 Final Master Plan (1 printed, bound color copy & 1  
 electronic copy in Word & PDF)  
 Presentation materials

### **TASK 6 – ENVIRONMENTAL REVIEW**

*The objective of this task is to provide the necessary environmental review pursuant to the California Environmental Quality Act for the preferred alternative. This scope of work assumes that the proposed Master Plan will qualify for a Categorical Exemption (CE) pursuant to CEQA Guidelines Section 15301 Existing Facilities (Class 1) and that the City will provide all necessary technical reports and data.*

*If there are no substantial changes to the preferred alternative during Task 5, this task can overlap or proceed concurrently with Task 5.*

#### ***Subtask 6.1 – Preparation of Categorical Exemption Justification Memorandum and Notice of Exemption***

DJP&A will prepare a CE Justification Memorandum that documents how the project qualifies for a Class 1 exemption under CEQA and does not meet any of the exceptions to the exemptions identified in CEQA Guidelines Section 15300.2. This scope assumes the City shall provide all necessary technical reports and data to substantiate the CE to DJP&A. The technical documentation required will be based upon the improvements proposed in Master Plan.

- Submit an administrative draft memo and draft Notice of Exemption (NOE) to the City for review and comment
- Finalize the memo and NOE based on City comments

This scope assumes the City will file the NOE at the County Clerk and State Clearinghouse.

### **TASK 7 – OPTIONAL SERVICES**



**Subtask 7.1 – Limited Geotechnical Investigation**

*A limited geotechnical investigation consisting of advancing up to four (4) shallow hand auger borings to depth of up to 5 feet below the ground surface will be performed. The investigation will include limited laboratory testing and preparation of a geotechnical report presenting geotechnical recommendations for playground improvements, fencing, exterior flatwork, and asphalt paved walkways.*

**Subtask 7.2 – Grant Writing****KEY ASSUMPTIONS**

The scope, schedule, and budget outlined in this proposal are predicated on the limitations and assumptions described below:

- All documents will be provided electronically to the City for review and reproduction.
- City to print all collateral for Community Engagement noticing (to be determined in community engagement plan), Gates to provide graphics.
- City to post on Social Media accounts, Gates to provide digital graphics.
- City to provide in-person translation services (if needed).
- All comments received from the City shall be consolidated from ALL departments, concise and non-contradictory prior to distribution to the project team.
- City is responsible for public noticing publication costs for the draft IS review period and filing the Notice of Intent with the county clerk.

**KEY EXCLUSIONS**

The project exclusions not included within the scope of work are described below:

- Topographic, Utility, and Boundary Survey (BKF has current on-call contract with City and will perform, if needed, under that contract)
- Title Report
- Construction Documentation
- Arborist Services

		2024											2025		
		Feb.	Mar.	Apr.	May	June	July	Aug.	Sep.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.
<b>TASK 1 - PROJECT MANAGEMENT</b>															
Subtask 1.1	Project Management														
Subtask 1.2	Project Kick-Off Meeting	●													
Subtask 1.3	Progress Reports & Meetings		● ●	● ●	● ●	● ●	● ●	● ●	● ●	● ●	● ●	● ●	● ●	● ●	● ●
<b>TASK 2 - DATA GATHERING &amp; SITE EVALUATION</b>															
Subtask 2.1	Existing Document Review														
Subtask 2.2	Site Visit & Reconnaissance														
Subtask 2.3	Needs Assessment														
<b>TASK 3 - PUBLIC ENGAGEMENT</b>															
Subtask 3.1	Community Outreach Plan														
Subtask 3.2	Project Website/Social Media														
Subtask 3.3	Online Survey														
Subtask 3.4	Stakeholder Focus Groups				◆	◆	◆	◆							
Subtask 3.5	Community Workshops & Pop-Ups				◆			◆							
Subtask 3.6	Public Meetings									■	■				■ ■
<b>TASK 4 - DRAFT MASTER PLAN</b>															
Subtask 4.1	Vision Framework														
Subtask 4.2	Concept Alternatives														
Subtask 4.3	Preferred Alternative														
<b>TASK 5 - MASTER PLAN</b>															
Subtask 5.1	Master Plan Update														
Subtask 5.2	Funding Strategies														
Subtask 5.3	Cost Estimate														
Subtask 5.4	Phasing Strategy														
Subtask 5.5	Master Plan Document														
Subtask 5.6	Final Master Plan														
<b>TASK 6 - ENVIRONMENTAL REVIEW</b>															
Subtask 6.1	CE Justification Memorandum and NOE														
<b>OPTIONAL TASK 7</b>															
Subtask 7.1	Limited Geotechnical Investigation														
Subtask 7.2	Grant Writing														

- Staff Meeting (Virtual)
- ◆ Community Meeting (workshop and pop-ups)
- Public Meeting (Commission, Council)

	<b>SUMMARY BY COMPANY</b>					<b>SUBTOTAL</b>
	GATES + ASSOCIATES	BKF Engineers	BSK Associates	Group4	DJPA	
<b>TASK 1 - PROJECT MANAGEMENT</b>						
Subtotal Fee	\$12,550	\$3,808	\$0	\$0	\$1,030	\$17,388
<b>TASK 2 - DATA GATHERING &amp; SITE EVALUATION</b>						
Subtotal Fee	\$7,300	\$7,714	\$0	\$4,320	\$422	\$19,756
<b>TASK 3 - PUBLIC ENGAGEMENT</b>						
Subtotal Fee	\$26,060	\$0	\$0	\$7,200	\$0	\$33,260
<b>TASK 4 - DRAFT MASTER PLAN</b>						
Subtotal Fee	\$14,720	\$9,720	\$0	\$14,400	\$0	\$38,840
<b>TASK 5 -MASTER PLAN</b>						
Subtotal Fee	\$17,870	\$888	\$0	\$3,600	\$0	\$22,358
<b>TASK 6 - ENVIRONMENTAL REVIEW</b>						
Subtotal Fee	\$0	\$0	\$0	\$0	\$13,248	\$13,248
<b>TOTAL BASE SCOPE FEE</b>	<b>\$78,500</b>	<b>\$22,130</b>	<b>\$0</b>	<b>\$29,520</b>	<b>\$14,700</b>	<b>\$144,850</b>
Reimbursable Allowance	\$ 2,500	\$ 500	\$ -	\$ 2,500	\$ -	\$ 5,500
<b>TOTAL w/REIMBURSABLES</b>						<b>\$150,350</b>
<b>OPTIONAL TASK 7</b>						
Subtotal Fee Optional Task		\$4,560	\$11,908			\$ 16,468
<b>TOTAL WITH OPTIONAL TASK</b>						<b>\$ 166,818</b>



# APPENDIX

Fee Proposals by Firm |

		GATES + ASSOCIATES					
		Partner	Associate Principal	Outreach Coordinator	Planner	Project Designer	
Hourly Rate		\$230	\$200	\$165	\$140	\$140	SUBTOTAL
<b>TASK 1 - PROJECT MANAGEMENT</b>							
Subtask 1.1	Project Management		18		16		
Subtask 1.2	Project Kick-off meeting	2	2	2	2	2	
Subtask 1.3	Progress Reports & Meetings		8		24		
<b>SUBTASK HOURS</b>		2	28	2	42	2	
<b>SUBTOTAL FEE</b>		\$460	\$5,600	\$330	\$5,880	\$280	\$12,550
<b>TASK 2 - DATA GATHERING &amp; SITE EVALUATION</b>							
Subtask 2.1	Existing Document Review	2	4		4	2	
Subtask 2.2	Site Visit and Reconnaissance		4		4	4	
Subtask 2.3	Needs Assessment		8		8	4	
<b>SUBTASK HOURS</b>		2	16	0	16	10	
<b>SUBTOTAL FEE</b>		\$460	\$3,200	\$0	\$2,240	\$1,400	\$7,300
<b>TASK 3 - CONCEPTUAL AND SCHEMATIC DESIGN</b>							
Subtask 3.1	Community Outreach Plan			12			
Subtask 3.2	Project Website/Social Media			16			
Subtask 3.3	Online Survey			16			
Subtask 3.4	Community Meetings		8	16	8		
Subtask 3.5	Community Workshop & Pop-Ups		30	30	4		
Subtask 3.6	Public Meetings	4	2	2	2		
<b>SUBTASK HOURS</b>		4	40	92	14	0	
<b>SUBTOTAL FEE</b>		\$920	\$8,000	\$15,180	\$1,960	\$0	\$26,060
<b>TASK 4 - DRAFT MASTER PLAN</b>							
Subtask 4.1	Vision Framework		4		12	4	
Subtask 4.2	Concept Alternatives		4		12	36	
Subtask 4.3	Preferred Alternative		4		8	16	
<b>SUBTASK HOURS</b>		0	12	0	32	56	
<b>SUBTOTAL FEE</b>		\$0	\$2,400	\$0	\$4,480	\$7,840	\$14,720
<b>TASK 5 - MASTER PLAN</b>							
Subtask 5.1	Master Plan Update		4	2	16	8	
Subtask 5.2	Funding Strategies		4		4		
Subtask 5.3	Cost Estimates		4		16		
Subtask 5.4	Phasing Strategy		4		8		
Subtask 5.5	Master Plan Document		2	2	16	8	
Subtask 5.6	Final Master Plan		2	2	8	8	
<b>SUBTASK HOURS</b>		0	20	6	68	24	
<b>SUBTOTAL FEE</b>		\$0	\$4,000	\$990	\$9,520	\$3,360	\$17,870
<b>TASK 6 - ENVIRONMENTAL REVIEW</b>							
Subtask 6.1	CE Justification Memorandum and NOE						
<b>SUBTASK HOURS</b>		0	0	0	0	0	
<b>SUBTOTAL FEE</b>		\$0	\$0	\$0	\$0	\$0	\$0
<b>TOTAL BASE SCOPE</b>							<b>\$78,500</b>
Reimbursable Allowance							\$ 2,500
<b>OPTIONAL TASKS</b>							
Subtask 7.1	Grant Writing						
Subtask 7.2	Limited Geotechnical Investigation						
<b>SUBTASK HOURS</b>		0	0	0	0	0	0
<b>SUBTOTAL FEE</b>		\$0	\$0	\$0	\$0	\$0	\$0
<b>TOTAL WITH OPTIONAL TASK</b>							<b>\$81,000</b>

		BKF Engineers							
		Principal	Associate Principal	Project Manager	Sr. Project Manager	Design Engineer	Funding Strategies Manager	Project Coordinator	
Hourly Rate		\$302	\$273	\$260	\$222	\$170	\$190	\$142	SUBTOTAL
<b>TASK 1 - PROJECT MANAGEMENT</b>									
Subtask 1.1	Project Management			4					
Subtask 1.2	Project Kick-off meeting	2		2					
Subtask 1.3	Progress Reports & Meetings			4					
<b>SUBTASK HOURS</b>		4	0	10	0	0	0	0	
<b>SUBTOTAL FEE</b>		\$1,208	\$0	\$2,600	\$0	\$0	\$0	\$0	\$3,808
<b>TASK 2 - DATA GATHERING &amp; SITE EVALUATION</b>									
Subtask 2.1	Existing Document Review			1	4	4			
Subtask 2.2	Site Visit and Reconnaissance			4	4				
Subtask 2.3	Needs Assessment	1		2	8	8			
<b>SUBTASK HOURS</b>		1	0	7	16	12	0	0	
<b>SUBTOTAL FEE</b>		\$302	\$0	\$1,820	\$3,552	\$2,040	\$0	\$0	\$7,714
<b>TASK 3 - CONCEPTUAL AND SCHEMATIC DESIGN</b>									
Subtask 3.1	Community Outreach Plan								
Subtask 3.2	Project Website/Social Media								
Subtask 3.3	Online Survey								
Subtask 3.4	Stakeholder Focus Group								
Subtask 3.5	Community Workshop & Pop-Ups								
Subtask 3.6	Public Meetings								
<b>SUBTASK HOURS</b>		0	0	0	0	0	0	0	
<b>SUBTOTAL FEE</b>		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>TASK 4 - DRAFT MASTER PLAN</b>									
Subtask 4.1	Vision Framework								
Subtask 4.2	Concept Alternatives	4		4	8	4			
Subtask 4.3	Preferred Alternatives	2		4	6	12			
Subtask 4.4	Limited Geotechnical Investigation								
<b>SUBTASK HOURS</b>		6	0	8	14	16	0	0	
<b>SUBTOTAL FEE</b>		\$1,812	\$0	\$2,080	\$3,108	\$2,720	\$0	\$0	\$9,720
<b>TASK 5 - MASTER PLAN</b>									
Subtask 5.1	Master Plan Update								
Subtask 5.2	Funding Strategies								
Subtask 5.3	Cost Estimates				4				
Subtask 5.4	Phasing Strategy								
Subtask 5.5	Master Plan Document								
Subtask 5.6	Final Master Plan								
<b>SUBTASK HOURS</b>		0	0	0	4	0	0	0	
<b>SUBTOTAL FEE</b>		\$0	\$0	\$0	\$888	\$0	\$0	\$0	\$888
<b>TASK 6 - ENVIRONMENTAL REVIEW</b>									
Subtask 6.1	CE Justification Memorandum and NOE								
<b>SUBTASK HOURS</b>		0	0	0	0	0	0	0	
<b>SUBTOTAL FEE</b>		\$0	\$0	\$0	\$0	\$0	\$0	\$0	
<b>TOTAL BASE SCOPE</b>									<b>\$22,130</b>
Reimbursable Allowance									\$ 500
<b>OPTIONAL TASKS</b>									
Subtask 7.1	Grant Writing						24		
Subtask 7.2	Limited Geotechnical Investigation								
<b>SUBTASK HOURS</b>		0	0	0	0	0	24	0	
<b>SUBTOTAL FEE</b>		\$0	\$0	\$0	\$0	\$0	\$4,560	\$0	\$4,560
<b>TOTAL WITH OPTIONAL TASK</b>									<b>\$26,690</b>

		BSK Associates									
		Principal	Project Professional II	Project Professional I	Staff Professional II	Administrative Assistant	Group 3 Geotechnical Professional (Regular)	Group 3 Geotechnical Professional (Overtime)	Laboratory Testing	Expenses	
Hourly Rate		\$285	\$235	\$200	\$175	\$100	\$185	\$277.50	\$1	\$1	<b>SUBTOTAL</b>
<b>TASK 1 - PROJECT MANAGEMENT</b>											
Subtask 1.1	Project Management										
Subtask 1.2	Project Kick-off meeting										
Subtask 1.3	Progress Reports & Meetings										
<b>SUBTASK HOURS</b>		0	0	0	0	0	0	0	0	0	
<b>SUBTOTAL FEE</b>		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>TASK 2 - DATA GATHERING &amp; SITE EVALUATION</b>											
Subtask 2.1	Existing Document Review										
Subtask 2.2	Site Visit and Reconnaissance										
Subtask 2.3	Needs Assessment										
<b>SUBTASK HOURS</b>		0	0	0	0	0	0	0	0	0	
<b>SUBTOTAL FEE</b>		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>TASK 3 - CONCEPTUAL AND SCHEMATIC DESIGN</b>											
Subtask 3.1	Community Outreach Plan										
Subtask 3.2	Project Website/Social Media										
Subtask 3.3	Online Survey										
Subtask 3.4	Stakeholder Focus Group										
Subtask 3.5	Community Workshop & Pop-Ups										
Subtask 3.6	Public Meetings										
<b>SUBTASK HOURS</b>		0	0	0	0	0	0	0	0	0	
<b>SUBTOTAL FEE</b>		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>TASK 4 - DRAFT MASTER PLAN</b>											
Subtask 4.1	Vision Framework										
Subtask 4.2	Concept Alternatives										
Subtask 4.3	Preferred Alternatives										
<b>SUBTASK HOURS</b>		0	0	0	0	0	0	0	0	0	
<b>SUBTOTAL FEE</b>		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>TASK 5 - MASTER PLAN</b>											
Subtask 5.1	Master Plan Update										
Subtask 5.2	Funding Strategies										
Subtask 5.3	Cost Estimates										
Subtask 5.4	Phasing Strategy										
Subtask 5.5	Master Plan Document										
Subtask 5.6	Final Master Plan										
<b>SUBTASK HOURS</b>		0	0	0	0	0	0	0	0	0	
<b>SUBTOTAL FEE</b>		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>TASK 6 - ENVIRONMENTAL REVIEW</b>											
Subtask 6.1	CE Justification Memorandum and NOE										
<b>SUBTASK HOURS</b>		0	0	0	0	0	0	0	0	0	
<b>SUBTOTAL FEE</b>		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>TOTAL BASE SCOPE</b>											<b>\$0</b>
Reimbursable Allowance											\$ -
<b>OPTIONAL TASKS</b>											
Subtask 7.1	Grant Writing										
Subtask 7.2	Limited Geotechnical Investigation	11.5	4	4	12	1	8	4	2100	400	
<b>SUBTASK HOURS</b>		11.5	4	4	12	1	8	4	2100	400	
<b>SUBTOTAL FEE</b>		\$3,278	\$940	\$800	\$2,100	\$100	\$1,480	\$1,110	\$2,100	\$400	\$11,908
<b>TOTAL WITH OPTIONAL TASK</b>											<b>\$11,908</b>

	Group4	
	Associate	Principal
Hourly Rate	\$180	SUBTOTAL
<b>TASK 1 - PROJECT MANAGEMENT</b>		
Subtask 1.1	Project Management	
Subtask 1.2	Project Kick-off meeting	
Subtask 1.3	Progress Reports & Meetings	
<b>SUBTASK HOURS</b>	0	
<b>SUBTOTAL FEE</b>	\$0	\$0
<b>TASK 2 - DATA GATHERING &amp; SITE EVALUATION</b>		
Subtask 2.1	Existing Document Review	8
Subtask 2.2	Site Visit and Reconnaissance	8
Subtask 2.3	Needs Assessment	8
<b>SUBTASK HOURS</b>	24	
<b>SUBTOTAL FEE</b>	\$4,320	\$4,320
<b>TASK 3 - CONCEPTUAL AND SCHEMATIC DESIGN</b>		
Subtask 3.1	Community Outreach Plan	
Subtask 3.2	Project Website/Social Media	
Subtask 3.3	Online Survey	8
Subtask 3.4	Stakeholder Focus Group	12
Subtask 3.5	Community Workshop & Pop-Ups	12
Subtask 3.6	Public Meetings	8
<b>SUBTASK HOURS</b>	40	
<b>SUBTOTAL FEE</b>	\$7,200	\$7,200
<b>TASK 4 - DRAFT MASTER PLAN</b>		
Subtask 4.1	Vision Framework	10
Subtask 4.2	Concept Alternatives	35
Subtask 4.3	Preferred Alternatives	35
<b>SUBTASK HOURS</b>	80	
<b>SUBTOTAL FEE</b>	\$14,400	\$14,400
<b>TASK 5 - MASTER PLAN</b>		
Subtask 5.1	Master Plan Update	4
Subtask 5.2	Funding Strategies	2
Subtask 5.3	Cost Estimates	4
Subtask 5.4	Phasing Strategy	2
Subtask 5.5	Master Plan Document	4
Subtask 5.6	Final Master Plan	4
<b>SUBTASK HOURS</b>	20	
<b>SUBTOTAL FEE</b>	\$3,600	\$3,600
<b>TASK 6 - ENVIRONMENTAL REVIEW</b>		
Subtask 6.1	CE Justification Memorandum and NOE	
<b>SUBTASK HOURS</b>	0	
<b>SUBTOTAL FEE</b>	\$0	\$0
<b>TOTAL BASE SCOPE</b>		<b>\$29,520</b>
Reimbursable Allowance		\$ 2,500
<b>OPTIONAL TASKS</b>		
Subtask 7.1	Grant Writing	
Subtask 7.2	Limited Geotechnical Investigation	
<b>SUBTASK HOURS</b>	0	
<b>SUBTOTAL FEE</b>	\$0	\$0
<b>TOTAL WITH OPTIONAL TASK</b>		<b>\$32,020</b>



		David J. Powers & Associates			
		Principal	Project Manager	Graphic Artist	
Hourly Rate		\$304	\$211	\$124	SUBTOTAL
<b>TASK 1 - PROJECT MANAGEMENT</b>					
Subtask 1.1	Project Management				
Subtask 1.2	Project Kick-off meeting	2	2		
Subtask 1.3	Progress Reports & Meetings				
<b>SUBTASK HOURS</b>		2	2	0	
<b>SUBTOTAL FEE</b>		\$608	\$422	\$0	\$1,030
<b>TASK 2 - DATA GATHERING &amp; SITE EVALUATION</b>					
Subtask 2.1	Existing Document Review				
Subtask 2.2	Site Visit and Reconnaissance		2		
Subtask 2.3	Needs Assessment				
<b>SUBTASK HOURS</b>		0	2	0	
<b>SUBTOTAL FEE</b>		\$0	\$422	\$0	\$422
<b>TASK 3 - CONCEPTUAL AND SCHEMATIC DESIGN</b>					
Subtask 3.1	Community Outreach Plan				
Subtask 3.2	Project Website/Social Media				
Subtask 3.3	Online Survey				
Subtask 3.4	Stakeholder Focus Group				
Subtask 3.5	Community Workshop & Pop-Ups				
Subtask 3.6	Public Meetings				
<b>SUBTASK HOURS</b>		0	0	0	
<b>SUBTOTAL FEE</b>		\$0	\$0	\$0	\$0
<b>TASK 4 - DRAFT MASTER PLAN</b>					
Subtask 4.1	Vision Framework				
Subtask 4.2	Concept Alternatives				
Subtask 4.3	Preferred Alternatives				
<b>SUBTASK HOURS</b>		0	0	0	
<b>SUBTOTAL FEE</b>		\$0	\$0	\$0	\$0
<b>TASK 5 - MASTER PLAN</b>					
Subtask 5.1	Master Plan Update				
Subtask 5.2	Funding Strategies				
Subtask 5.3	Cost Estimates				
Subtask 5.4	Phasing Strategy				
Subtask 5.5	Master Plan Document				
Subtask 5.6	Final Master Plan				
<b>SUBTASK HOURS</b>		0	0	0	
<b>SUBTOTAL FEE</b>		\$0	\$0	\$0	\$0
<b>TASK 6 - ENVIRONMENTAL REVIEW</b>					
Subtask 6.1	CE Justification Memorandum and NOE	15	40	2	
<b>SUBTASK HOURS</b>		15	40	2	
<b>SUBTOTAL FEE</b>		\$4,560	\$8,440	\$248	\$13,248
<b>TOTAL BASE SCOPE</b>					<b>\$14,700</b>
Reimbursable Allowance					\$ -
<b>OPTIONAL TASKS</b>					
Subtask 7.1	Grant Writing				
Subtask 7.2	Limited Geotechnical Investigation				
<b>SUBTASK HOURS</b>		0	0	0	
<b>SUBTOTAL FEE</b>		\$0	\$0	\$0	\$0
<b>TOTAL WITH OPTIONAL TASK</b>					<b>\$14,700</b>