



Meeting Date: September 16, 2014

TOWN OF MORAGA

STAFF REPORT

To: Park and Recreation Commission
From: Jay Ingram, Parks and Recreation Director
Subject: September Agenda Items

New Business

Item VIII. A. Commons Park Pathway – (discussion/action)

At the August 19, 2014 meeting the Commission took the following action.

M/S (Commissioners Fielding/Giomi) – Engage a landscape architect to provide costs for plans, specifications, and engineers estimates for the original design concept with options one (1) and two (2) as presented during the August 19, 2014 Regular Park and Recreation Commission meeting, including: 1) a six foot wide path, 2) eight foot wide viewing area, 3) Decomposed granite on a base rock foundation, including cost estimates for alternative surface options such as asphalt and concrete. The motion included the noticing of a Special Meeting of the Park and Recreation Commission, Monday, August 25, 6:00pm at the Commons Park to approve the location of the proposed path. The motion also included a desired project completion date of May 1, 2015.

At the August 25, 2014 Special Meeting, the Commission took the following action.

M/S – Commissioners Fielding/Khanna to approve design concept #2, which closely resembled the approved concept at the August 19, 2014 Regular Park and Recreation Commission meeting, but with a realignment of the landing pad area to be brought back approximately 15 feet west, closer to under the existing tree canopy. Approved Unanimously, 4-0.

Attachment A shows the topographical survey of both proposed pathways. The western most path was the one selected for consideration. However, the stub-end of the pathway was not brought back west approximately 15 feet, in the survey drawing, therefore, making the pathway appear longer than was approved at the Special Meeting of August 25, 2014.

Staff was asked to secure a scope of work and associated costs from a landscape architect. The cost for their proposed services is \$14, 358 (not including Town staff time). If the Commission

decides to make an advisory recommendation and approve approximately \$18,000 to be spend on design, staff will be required to conduct an informal bid process. The informal bid process requires staff to secure at least three bids for services from qualified landscape architects. The current \$14,358 bid only included three tasks:

1. Project Initiation
 - a. Kick-off meeting/Site Visit – Review project goals, confirm project timeline, take photos and assess additional information that may be needed.
 - b. Data Collection and Review – Town to provide consultant with aerial and topographical base maps for use in further developing schematic plans. Town has already funded the topographic survey already in the amount of \$1,500 and is included as Attachment A. Staff is unclear if aerial base map will be needed for this project and currently does not have one.
 - c. Base Map Preparation – Consultant will prepare a site base map at 1:20 scale for use in developing the concept plans.
2. Preliminary Schematic Plans
 - a. Preliminary Plans – Updated concept plans will be prepared with proposed cross-section, addressing surface materials and required dimensions (pathway width, landings, turn around areas and viewing), gradients and railings for a new ADA pathway to access the observation area. Plans will be drawn by hand and hand labeled. *** *Schematic plans will be prepared to assess the feasibility of an ADA pathway.*
 - b. Cost Estimates – Will be prepared for construction as well as alternative costs for different types of trail surfaces.
 - c. Staff Review – Submission of preliminary schematic plans and cost estimates to Town for review with consultant.
3. Final Schematic Plans
 - a. Draft Schematic Revisions – Edit and revisions to the draft schematic plan based on input received from Town and submit to staff for comment.
 - b. Final Schematic Plans – Adjust the final schematic plan graphics based upon Town comments, and provide an electronic copy in PDF and one full-sized color print of the plans.
 - c. Plans, Specifications and Estimate Scope and Costs – Consultant will develop a scope and cost estimate for development of a PS & E for the final schematic plan of the ADA pathway.
 - d. Public Presentation – Present the final schematic plans and cost estimate to both the Parks and Recreation Commission and Town Council.

Items not included in this phase of consulting work:

- Detailed grading plan
- Potential geotechnical issues
- Irrigation adjustments
- Construction documents
- Assistance with bidding process
- Construction administration assistance

Fiscal Impact:

For a landscape architectural firm to develop plans, specifications and engineers estimates and make this a “biddable” project, the current cost is approximately \$18,000. This cost includes staff time to develop and bid the project to prospective contractors.

As previously mentioned, there are currently no funds allocated for this conceptual project.

If the Commission decides to proceed and recommend funding the design phase of this project, a project update and funding request will go to Town Council notifying them of the progress on the project and allowing them to identify a funding source. A request to Town Council will likely be presented in January of 2015.

Alternatives

1. Recommend to Town Council that the Town fund the design phase of the project. If recommended staff will need to:
 - a. Secure at least two other bids through the informal bid process for the same design scope of work
 - b. Identify a funding source for Town Council consideration in January
2. Not provide a recommendation for this project
3. Study further options and/or alternatives and provide direction to staff

Recommendation

Based on the information provided, give feedback and direction to staff.

Item VIII. B. Replacement of Commissioner Crosby on the Joint Facilities Planning Subcommittee – (discussion/action)

Commissioner Crosby submitted his resignation from the Park and Recreation Commission and his associated commitments, such as his seat on the Joint Facilities Planning Subcommittee. To fill the seat on the Joint Facilities Planning Subcommittee Commissioner DeFrancisci has offered to be the replacement.

Recommendation

Consider replacing former Commissioner Crosby with Commissioner DeFrancisci for the remainder of the term on the Joint Facilities Planning Subcommittee.