



# CITY OF WHEATLAND

## CITY COUNCIL MEETING STAFF REPORT

September 8, 2020

**SUBJECT:** Council discussion and consideration regarding authorizing the release of a Request for Qualifications (RFQ) for on-call landscape architect and grant support services for park and recreation facility projects

**PREPARED BY:** Jim Goodwin

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### Recommendation

Direct staff to release a Request for Qualifications (RFQ) for on-call landscape architect and grant support services for park and recreation facility projects.

### Background/Discussion

In 2018 voters in the State of California approved Proposition 68, the Parks and Water Bond Act of 2018. Among the many components of the measure is the provision for distribution of funds to cities and counties on a per capita basis. The Per Capita Funding Program originally was expected to make a minimum of \$200,000 available to California cities. Final regulations released for the program reduced that amount to \$177,975. Projects that do not serve a severely disadvantaged community require a 20% match. Staff does not anticipate that Wheatland will meet the disadvantaged community requirements and will be subject to the match provision.

Last year Melton Design Group assisted with developing proposed projects and grant application materials for the anticipated funds. The proposed projects discussed then included:

1. Pool Feasibility Study – Develop program, layout, design and cost of proposed pool facility.
2. Recreation and Park Master Plan – Develop a planning document to guide the City in creating a recreation program and guidelines for future recreation and park development.
3. Park Place – Enhance the park with a basketball court, picnic tables and shade trees. This court will provide active recreation for all ages.
4. Wheatland Ranch Park – Add shade structure, picnic tables and trees to create comfortable spaces for children and adults. An accessible concrete pad will replace fall material that is in an area that is not being used. Additionally, we are replacing wet, hard to mow turf areas and wet bark areas with cobble to reduce maintenance and bark use.

Final regulations for the Per Capita program do not allow for use of the funds for the Pool Feasibility Study and the Recreation and Parks Master Plan. Only capital projects can be funded.

By the end of this year, the City will need to submit revised project plans to complete a contract for the Per Capita Funds. The contract period for these funds will extend through early 2024. The required 20% match for the project(s) is \$35,595 and can be spread over FY 21/22 through FY 23/24. Given the uncertainty of the outcome of Measure O in November, the City will need to preserve as much flexibility as possible to retain the option of using these state funds.

In addition, one year has already passed on our 7-year timeline to construct a community swimming pool. The City needs to continue pursuing grant possibilities for this project. Additional Prop 68 grant opportunities are anticipated.

To act quickly when grant opportunities become available, it is important to have a qualified firm available to assist the city with potential projects. The firm selected through this procurement would enter into an on-call contract relationship and would be available, as needed, to assist with grant applications, and if funds are awarded, complete project design and project management.

**Alternatives**

The City Council could choose not to release the RFQ.

**Fiscal Impact**

There is no direct fiscal impact. Any expenditures would be within the parameters of the adopted budget and, if outside the City Manager's budget authority, approved by the City Council.

**Attachments**

1. Request for Qualifications (RFQ) for on-call landscape architect and grant support services for park and recreation facility projects.

# **REQUEST FOR QUALIFICATIONS**

## **CITY OF WHEATLAND LANDSCAPE ARCHITECT / GRANT WRITING SERVICES**

The City of Wheatland is seeking qualifications from qualified landscape architectural firms to provide on-call services related to the development and funding of local park improvements and future park and recreation facilities.

### **1. Scope of Work**

The City of Wheatland has received approval for \$177,952 in funding through the State Department of Parks and Recreation Prop 68 Per Capita Program and is interested in completing improvements to existing parks within the limitations of the grant funds and required local match. In addition, the City is evaluating future project opportunities and is seeking assistance with pursuing additional grant opportunities anticipated to become available.

Proposing firms shall provide all necessary grant writing and landscape architectural services for the concept design, cost estimates, preparation of construction documents (60/90 CD submittals), bid support and construction support for the development of the park projects. All coordination, meetings, reviews, etc. for delivery of projects shall be included.

Electrical, structural and geotechnical engineering services will be procured separately, as needed.

### **2. Project Schedule**

The City has received funding through the Per Capita Grant Program (Proposition 68) and is required to complete the Project and fully closeout by March 1, 2024. The City anticipates contracting with a firm for on-call services for a period of 5 years.

### **3. Proposal Requirements**

If interested, please submit a PDF proposal that includes the following:

- Overview of firm and qualifications of project manager, grant manager, key staff and sub-consultants.
- Understanding/description of Scope of Work

- Demonstrated ability to quantify the financial impacts, both revenue potential and operating costs, of park and recreation facilities
- Relevant past work experience developing park and recreation projects and facilities in rural California communities.
- Commitment of availability to assist the City of Wheatland immediately with submittal of project plans required for completing Prop 68 Per Capita Funding contract with the State Department of Parks and Recreation.
- Digital Proposal limited to 20 pages, NOT including Cover, Cover Letter, Table of Contents or any Section Dividers.

#### **4. Selection**

A selection committee will review and rank proposals. Top-ranked firms may be invited to interview. It is the intent of this solicitation to select a qualified firm who will provide the City with on-call grant writing and professional landscape architect services for a period of five years. Contract negotiation will occur once a firm has been selected. The city hopes to enter into a contract no later than October 27, 2020.

#### **5. Submittal**

If your firm is interested in submitting a proposal, please submit a PDF copy via Email to Jim Goodwin, City Manager, at [jgoodwin@wheatland.ca.gov](mailto:jgoodwin@wheatland.ca.gov) by 5:00 pm Wednesday, Sept. 30<sup>th</sup>. If you have questions, please contact the City Manager at the address above or by calling (530) 633-2761.

Regards,

Jim Goodwin  
City Manager  
City of Wheatland