

RESOLUTION NO. 2022-104

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MARINA APPROVING AMENDMENT NO. 1 TO THE ON-CALL LANDSCAPE ARCHITECTURAL SERVICES AGREEMENT BETWEEN THE CITY OF MARINA AND VERDE DESIGN, INC. INCREASING THE ANNUAL CONTRACT LIMIT TO \$650,000 FOR FISCAL YEAR 2022-2023; AND AUTHORIZING THE CITY MANAGER TO EXECUTE THE AMENDMENT ON BEHALF OF THE CITY SUBJECT TO FINAL REVIEW AND APPROVAL BY THE CITY ATTORNEY.

WHEREAS, on November 16, 2021, the City Council adopted Resolution No. 2021-119, approving the final 2021-22 & 2022-23 Budget. Included in the Capital Improvement Program (CIP) portion of the budget was an allocation of \$1,700,000 in one-time land sales and impact fees funding to provide new improvements to Glorya Jean-Tate Park; and

WHEREAS, on July 7, 2021, the City Council passed Resolution No. 2020-79, approving a professional services agreement between the City of Marina and Verde Design, Inc. for Landscape Architectural Services for projects in the CIP; and

WHEREAS, on December 1, 2021, the City entered into an agreement with the Verde Design, Inc. to provide on-call architecture services associated with various City projects.

WHEREAS, the concept plans were presented to the City Council on April 9, 2019 and March 8, 2021. City Council received presentations on the park concept plans and provided comments for changes which have been incorporated into the plans: and

WHEREAS, the City received a cost proposal for the Landscape Architectural design and bidding document preparation for the Glorya Jean-Tate Park Improvements Project in the amount of \$415,494 (**“Exhibit B”**); and

WHEREAS, the annual contract limit for the On-Call Landscape Architectural Services between the City of Marina and Verde is \$300,000 and is not sufficient to issue Service Orders for full scope of the proposed Landscape Architectural services for the Glorya Jean-Tate Park Improvement Project and the Dunes Park Improvement Project; and

WHEREAS, increasing the annual compensation limit for the on-call Landscape Architectural services agreement with Verde to \$650,000 for the next fiscal year will allow for completion of construction documents for the Dunes Park Improvement and Glorya Jean-Tate Park Improvement Projects; and

NOW, THEREFORE, BE IT RESOLVED that the Council of the City of Marina does hereby adopt Resolution No. 2022- for the following actions:

1. Approving Amendment No. 1 to the On-Call Landscape Architectural Services agreement between the City of Marina and Verde Design, Inc. (Verde) increasing the annual contract limit to \$650,000 for fiscal year 2022-2023 (**“Exhibit A”**); and
2. Authorizing the City Manager to execute the amendment on behalf of the City subject to final review and approval by the City Attorney.

PASSED AND ADOPTED by the City Council of the City of Marina at a regular meeting duly held on the 3rd day of August 2022, by the following vote:

AYES: COUNCIL MEMBERS: Medina Dirksen, Burnett, Berkley, Biala, Delgado

NOES: COUNCIL MEMBERS: None

ABSENT: COUNCIL MEMBERS: None

ABSTAIN: COUNCIL MEMBERS: None

Bruce C. Delgado, Mayor

ATTEST:

Anita Sharp, Deputy City Clerk

**AMENDMENT No. 1 TO AGREEMENT
BETWEEN CITY OF MARINA
AND VERDE DESIGN, INC. FOR ON-
CALL ARCHITECTURE SERVICES**

All other terms and conditions of the Agreement as amended shall remain in full force and effect.

This Amendment No. 1 may be executed in two (2) counterparts, each of which shall be deemed an original, but both of which together shall constitute one and the same instrument. Counterpart may be delivered by facsimile, electronic mail (including pdf. or any electronic signature complying with the U.S.ESIGN Act of 2000, California's Uniform Electronic Transactions Act (Cal. Civil Code 1633.1 et seq.) or other applicable law) or other transmission method and any counterpart so delivered shall be deemed to have been validly delivered and be valid and effective for all purposes. This Amendment No. 1 consists of two (2) pages.

IN WITNESS WHEREOF, the Parties hereto have executed this Amendment No. 1 to the Agreement for CONTRACTOR to provide on-call architecture services pertaining to various City projects and development and to provide support services for the CITY on an as-needed basis as determined by the City Engineer on the date(s) and year written below.

CITY OF MARINA

Verde Design, Inc., a California Corporation

By: _____
Layne Long
City Manager

By: _____
Name:
Its:

Date: _____ 2022

Date: _

_____ 2022 (Attestation & Approval

follow)

ATTEST: (Reso. 2022-____)

By: _____ Deputy City Clerk

APPROVED AS TO FORM:

By: _ For the City Attorney



VERDE DESIGN

2455 The Alameda, Suite 200

Santa Clara, CA 95050

t 408.985.7200 f 408.985.7260

www.verdedesigninc.com

July 26, 2022

Mr. Brian McMinn, Public Works Director
 City of Marina
 211 Hillcrest Avenue
 Marina, CA 93933

Subject: Glorya Jean Tate Park Improvements
 Verde Design Project No.: 2207300M

In response to your request, Verde Design, Inc. is pleased to submit the following proposal to provide the identified design services on the above mentioned project. This proposal shall remain valid for a period of sixty (60) days.

PROJECT UNDERSTANDING/HISTORY:

The City of Marina (City) is requesting a proposal for design services for improvements to the park that include the full renovation of the park per the previously completed conceptual design. We have been working on phase one with the City that will develop the bike pump track. Remaining elements in the conceptual plan include:

- Entry plaza along Reservation Road
- Playground
- Half Court Basketball
- Pickle Ball
- Cornhole/Horseshoe Court
- BBQ & Picnic Area
- Dog Park
- Natural or Synthetic Turf
- Parking Lot Renovation
- Building Entry Access Upgrade
- Jogging Loop and Pathways
- Bike Entry & Seating
- Park Landscaping
- Park Furnishings: Benches, Drinking Fountains, Exercise Stations, Security Lighting, Bike Racks, Trash & Recycle Receptacles

Verde Design proposes a design process to include start-up and 30% schematic design, 50% design development submittal, 95% submittal and 100% construction documents. Plans will be developed as one increment and a single bid package.

Starting with a review of the conceptual plan Verde Design developed, we will review the proposed improvements and programs with staff for alignment with any standards and equipment selection. A site walk and meeting with

the City staff will occur to review input and program needs. We can review conditions and proposed needs for the paving/circulation, ADA improvements, lighting, utility and other upgrades.

We will prepare site survey for areas not previously surveyed and can utilize any as-built plans the City has for the base information. A base plan will be setup per the proposed improvements. Geotechnical report will be prepared.

After the start-up phase, we will develop the schematic design package. We plan to meet with staff halfway through this process to review the progress and verify questions on the design and engineering. We will setup a systems design for the grading, drainage, material and electrical for the proposed improvements and site work for discussion and review at the meeting. We plan to present options or insights so that direction can be provided to complete the design and final 30% submittal. We will also present to the City Council to gather their input on the final design.

We have included an ADA consultant to review existing conditions and our plans for compliance. Specifically the building access and ADA parking will be reviewed. Current building entry from the front and parking lot side is not compliant and should be upgraded.

Following the approval of the design development package, we will move forward with 95% construction documents. We will review the package with staff and coordinate comments. The next submittal will be the final bid submittal for a final review and design coordination. City specifications, bidding documents and standards will be incorporated. A bid set of plans will be prepared for bidding.

Included are services for storm water treatment alignment for the impervious surfacing being added. We may need to add or modify the drainage system for the proposed improvements and storm water requirements. Storm water calculations and coordination with the City engineers will occur to align the plans with the City's stormwater requirements.

An erosion control plan and SWPP will be provided. Inspection services or QSP services will be provided by the contractor.

Included are several meetings with the City staff during the design process and construction documents phases.

Our timeline is proposed below. Our master plan cost estimate was at \$7.3 million and the phase one costs were around \$1M. Therefore, we are looking at around \$6 million for the construction value of this phase.

SCOPE OF SERVICES

Verde Design proposes to provide the following services based on the above stated project understanding.

I. Start-Up Phase

- A. Establish files and in-house documentation.
- B. Receive all available data, maps, reports, etc.
- C. Obtain City documents relating to the site and other requirements, standards and regulations for development of the facilities.
- D. Coordinate the as-builts, site maps and Reservation Road improvements available with the City.
- E. Provide a draft milestone schedule.
- F. Provide a site survey and update the previously prepared topographical survey for the areas not previously included, including the stairs at Cardoza Avenue.
- G. Provide geotech reports for the project site for paving and subgrade construction recommendations. Percolation tests are also included for storm water treatment planning.
- H. Visit the project site to complete a visual inventory of the existing conditions and review pedestrian circulation, paving conditions, and proposed park elements with City staff.

- I. Kick-Off Meeting
 1. Staff meeting to review schedule, deliverables, budget, and project process.
 2. Review any relevant City Standards and any other related projects or future work anticipated in the park.
 3. Review previous master plan and phase one improvements for direction related to this project scope.
 4. Review project schedule.
- II. **Schematic Design Phase** - The following outlines the work to be completed to prepare plans and specifications for construction.
 - A. 30% Submittal Package
 1. The submittal includes plans that will be developed to a preliminary level for discussion. We plan to make an approach to the design and engineering of the plans/systems and review our progress with City and then complete the design based on input. The plans show overall site design including:
 - a. Cover Sheet
 - b. Existing Conditions Plan
 - c. Grading Plan
 - d. Drainage Plan
 - e. Stormwater Treatment Plan
 - f. Layout Plan
 - g. Material and Detail Reference Plan
 - h. Conceptual Planting Plan & Palette
 - i. Construction Details
 - j. Electrical Plans
 - k. ADA Assessment
 2. Provide representative technical specifications for the project with a table of contents listing.. Specifications will be provided in six-digit CSI format.
 3. The submittal book supplements the plans and specifications showing:
 - a. Progress Report
 - b. Statement of Probable Construction Costs
 - c. Material cut sheets
 4. Redline and review, Internal Quality Control (QC).
 5. Submittal Preparation and coordination of plans and specifications will be provided for review.
 - B. Two review meetings with City staff to review plans and receive comments.
 - C. One presentation to City Council to review plans and receive comments.

II. Design Development Phase - The following outlines the work to be completed to prepare plans and specifications for construction.

A. 60% Submittal Package

1. The submittal includes plans and draft technical specifications. The plans show overall site design including:
 - a. Cover Sheet
 - b. Access Plan
 - c. Existing Conditions Plan
 - d. Erosion and Sediment Control Plan
 - e. Demolition Plan
 - f. Grading Plan
 - g. Drainage Plan
 - h. Stormwater Treatment Plan
 - i. Layout Plan
 - j. Material and Detail Reference Plan
 - k. Irrigation Plan
 - l. Planting Plan
 - m. Construction Details
 - n. Electrical Plans
 - o. Structural Plans
2. Setup technical specifications for the project. Specifications will be provided in six-digit CSI format. Setup City front end documents and overall table of contents.
3. The submittal book supplements the plans and specifications showing:
 - a. Progress Report
 - b. Statement of Probable Construction Costs
 - c. Material cut sheets
4. Redline and review, Internal Quality Control (QC).
5. Submittal Preparation and coordination of plans and specifications will be provided for review.

B. Two review meetings with City staff to review plans and receive comments.

III. Construction Document Phase - The following outlines the work to be completed to prepare plans and specifications for construction.

A. 95% Submittal Package

1. The submittal includes plans and draft technical specifications. The plans show overall site design including:
 - a. Cover Sheet
 - b. Access Plan

- c. Existing Conditions Plan
 - d. Demolition Plan
 - e. Grading Plan
 - f. Drainage Plan
 - g. Storm Water Plan
 - h. Layout Plan
 - i. Material and Detail Reference Plan
 - j. Irrigation Plan
 - k. Planting Plan
 - l. Construction Details
 - m. Electrical Plans
 - n. Structural Plans
- 2. The technical specifications show representative specifications for the project. Specifications will be provided in six-digit CSI format. City front end specification updates.
 - 3. The submittal book supplements the plans and specifications showing:
 - a. Progress Report
 - b. Statement of Probable Construction Costs
 - 4. Redline and review, Internal Quality Control (QC).
 - 5. Submittal Preparation and coordination of plans and specifications will be provided for review.
- B. Edit technical specifications, City standard specifications and front-end documents.
 - C. City building department review and coordinate comments.
 - D. 100%/Bid Submittal – Coordinate, update and provide final bid package.
 - E. One review meeting with City staff to review plans and receive comments.
 - F. Play equipment inspection during plan development.

IV. Optional Services

- A. Security cameras and WAP.
- B. Pump track lighting.
- C. Power service upgrade.

PRODUCTS

Verde Design will provide the following products as outlined in the above Scope of Services:

- 1. 30% submittal – one electronic and two hardcopy sets of plans, costs and specifications
- 2. 50% submittal – one electronic and two hardcopy sets of plans, costs and specifications
- 3. 95% submittal – one electronic and two hardcopy sets of plans, costs and specifications

PROJECT TIMELINE

Verde Design proposes the following general timeline:

30% Submittal:	10 Weeks
60% Submittal:	6 Weeks
95% Submittal:	5 Weeks
Bid Submittal:	4 Weeks

Note: the above timelines does not include any required review time by City staff.

CLIENT'S RESPONSIBILITIES

In order to complete the items described in Scope of Services above, we respectfully request that the City provide the following information:

- 1. Any available construction, utility or record drawings of the project area.
- 2. Reservation Road improvement plans.
- 3. Geotechnical testing during construction.
- 4. Bid set copies.

SPECIAL PROVISIONS

- A. Without attempting to be all-inclusive and for purposes of clarity, the following items are specifically not included in the Scope of Services:
 - 1. Meetings other than those listed
 - 2. Renderings and presentations to public bodies other than those listed
 - 3. SWPPP services for design (QSP) inspection during construction. Services to be provided by contractor for inspection.
 - 4. Testing during construction
 - 5. Underground utility surveys
 - 6. Utility runs off-site
 - 7. Survey property lines or easement locations

8. Permit fees associated with the project
 9. Access plans – ADA site plan and evaluation of existing conditions
 10. Pump or lift station design
 11. 3D graphics
 12. Arborist report
 13. CEQA process
 14. Architecture and mechanical engineering services.
- B. This fee will be valid for 60 days, should the City choose to extend or add to the contract, the unbilled portion of this agreement will be subject to an increase in January of 2021 to cover annual wage adjustments for office personnel.
- C. Services will be diligently pursued, and every reasonable effort will be made to meet the mutually agreed upon schedule. If the completion of the services is delayed at any time in the progress of the work undertaken in this Agreement by conditions beyond the control of the Consultant; including but not limited to: strikes, lockouts, labor disputes, or the inability of City, their consultants, utility companies, or jurisdictional agencies to provide required information, processing or direction; the time of completion shall be extended during such period and Consultant shall be held harmless from any and all claims arising out of such delay.

PROFESSIONAL COMPENSATION

For the scope of services and products identified in this proposal, Verde Design respectfully requests the following time and materials not to exceed fee including all reasonable reimbursable expenses that are outlined to be included in the project.

▪ Phase 1: 30% Submittal	\$142,433
▪ Phase 2: 60% Submittal	\$116,293
▪ Phase 3: 95% & Bid Submittal	\$156,768
Total	\$415,494

Optional Services

• Data/WAP and Security Cameras	\$11,370
• Pump Track Lighting Design	\$8,070
• Power Service Upgrade	\$13,570

Additional services will be charged on a time and material basis. Charges for additional services will be billed separately.

CHANGE IN SERVICES

Client may order changes in scope or character of service, either decreasing or increasing the amount of Consultant's services, and if necessary, changing the character of services. In the event that such changes are ordered, Consultant is entitled to full compensation for all services performed and expenses incurred prior to receipt of notice of change.

TERMINATION OF AGREEMENT

In the event the project is terminated or indefinitely suspended in the manner herein provided, Verde Design shall turn over copies of any and all documents completed to that date. Verde Design shall be entitled to compensation up to and including said termination date. Original work shall remain the property of Verde Design.

Brian, if this proposal meets with the approval of the City of Marina, please sign the proposal below. Thank you again for the opportunity to work with your City and Community on the Glorya Jean Tate Park improvements.

Respectfully Submitted,
Verde Design, Inc.

Approved:

Derek McKee, RLA
Principal

Name:

Date:

Enclosure: 2022 Charge Rate Schedule

cc: Nance Cronin, Verde Design

Verde Design, Inc.

Charge Rate Schedule

Effective until December 31, 2022

The following chart outlines the current charge rate for professional and office costs. Reimbursable rates and expenses are shown at the bottom.

Project Rates

Principal	\$255.00 per hour
Project Manager/Construction Manager	
Level Four	\$240.00 per hour
Level Three	\$220.00 per hour
Level Two	\$180.00 per hour
Level One	\$165.00 per hour
Project Engineer	
Level II	\$180.00 per hour
Level I	\$165.00 per hour
IT Manager	\$180.00 per hour
CAD Manager	\$175.00 per hour
Project Designer	\$160.00 per hour
Job Captain/Staff Engineer/Construction Administrator	\$150.00 per hour
Draftsperson Level II	\$145.00 per hour
Draftsperson Level I	\$140.00 per hour
Project Administrator	\$85.00 per hour
Intern	\$75.00 per hour

Reimbursable Rates

Blueprints, Printing and Reproductions	Cost plus 10%
Sub Consultant Services	Cost plus 10%

Reimbursable Expenses

Blueprints and Reproductions	Travel Expenses
Photography	Parking and Toll Expenses
Models and Renderings	Permit Fees
Postage/Overnight Mail Service	Courier Delivery Service

Honorable Mayor and Members
Meeting of the Marina City Council

City Council
of August 3, 2022

CITY COUNCIL TO CONSIDER ADOPTING RESOLUTION NO. 2022-, APPROVING AMENDMENT NO. 1 TO THE ON-CALL LANDSCAPE ARCHITECTURAL SERVICES AGREEMENT BETWEEN THE CITY OF MARINA AND VERDE DESIGN, INC. INCREASING THE ANNUAL CONTRACT LIMIT TO \$650,000 FOR FISCAL YEAR 2022-2023, AND AUTHORIZING THE CITY MANAGER TO EXECUTE THE AMENDMENT ON BEHALF OF THE CITY SUBJECT TO FINAL REVIEW AND APPROVAL BY THE CITY ATTORNEY.

REQUEST:

It is requested that the City Council consider:

1. Adopting Resolution No. 2022-, approving Amendment No. 1 to the On-Call Landscape Architectural Services agreement between the City of Marina and Verde Design, Inc. (Verde) increasing the annual contract limit to \$650,000 for fiscal year 2022-2023 (“**EXHIBIT A**”).
2. Authorizing the City Manager to execute the amendment on behalf of the City subject to final review and approval by the City Attorney.

BACKGROUND:

On November 16, 2021, the City Council adopted Resolution No. 2021-119, approving the final 2021-22 & 2022-23 Budget. Included in the Capital Improvement Program (CIP) portion of the budget was an allocation of \$1,700,000 in one-time land sales and impact fee funding to provide new improvements to Gloria Jean-Tate Park.

On July 7, 2021, the City Council passed Resolution No. 2020-79, approving a professional services agreement between the City of Marina and Verde Design, Inc. for Landscape Architectural Services for projects in the CIP.

On December 1, 2021, the City entered into an agreement with the Verde Design, Inc. to provide on-call landscape architecture services associated with various City projects.

On April 9, 2019 and March 8, 2021, the concept plans were presented to the City Council. City Council received the presentations on the park concept plans and provided comments for changes which have been incorporated into the plans.

The City received a cost proposal from Verde for the design and bidding document preparation for the Gloria Jean-Tate Park Improvements Project in the amount of \$415,494 (“**EXHIBIT B**”).

ANALYSIS:

The annual contract limit for the On-Call Landscape Architectural Services between the City of Marina and Verde is \$300,000 and is not sufficient to issue Service Orders for the full scope of the proposed professional services for the preparation of contract documents for the Dunes Park Improvements and Gloria Jean-Tate Park Improvements Projects.

The majority of the Verde work will occur during Fiscal Year 2022-2023. Increasing the annual

compensation limit for the on-call Landscape Architectural services agreement with Verde to \$650,000 for the next fiscal year will allow for completion of construction documents for the Dunes Park Improvements and Glorya Jean-Tate Park Improvements Projects.

Verde has the experience to provide Landscape Architectural services including bid document preparation and Landscape Architectural services during construction. They are familiar with the project and have provided design concepts and construction documents for the Glorya Jean Tate Park Bicycle Pump Track and Improvements. Approval of the increase in the contract limit to \$650,000 for the next fiscal year is an expeditious and cost-effective way for the City to manage the design of the Dunes Park Improvements and Glorya Jean-Tate Park Improvements Projects.

Approval of this request allows issuance of service orders to Verde for the full scope of Landscape Architectural design, bidding document preparation, and Landscape Architectural support during construction for the Glorya Jean-Tate Park Improvement Project as well as the grading plan and site survey for the Dunes Park Improvement Project.

Staff and Verde will return to the City Council with presentation of the schematic design and design development of the Glorya Jean Tate Park Improvements for input during the overall construction document preparation.

FISCAL IMPACT:

Sufficient funding is allocated within the approved CIP budget under Project Number QLP2119 and QLP2017 to cover the full scope of the proposed Landscape Architectural services for Glorya Jean-Tate Park Improvement Project and the Dunes Park Improvement Project.

CONCLUSION:

This request is submitted for City Council discussion and possible action.

Respectfully submitted,

Rick Riedl, P.E.
Project Management Services
Wallace Group

REVIEWED/CONCUR:

Brian McMinn, P.E., P.L.S.
Public Works Director/City
Engineer City of Marina

Layne P. Long
City Manager
City of Marina