

---

---

**CITY OF SAN LEANDRO**



**MEMORANDUM**

---

---

**TO:** FRAN ROBUSTELLI, INTERIM CITY MANAGER

**FROM:** KEITH COOKE, ENGINEERING/TRANSPORTATION DIRECTOR  
JEANETTE DONG, RECREATION AND HUMAN SERVICES DIRECTOR

**DATE:** FEBRUARY 5, 2021

**RE:** SCHEDULE ESTIMATES TO CONSTRUCT A MEMORIAL IN A PARK

---

It takes approximately 27 to 36 months to design, acquire and construct a new small park. Ideally the process includes extensive community outreach for locating and site design. Consultants would be needed to complete this work.

<b>Activity</b>	<b>Estimated Time</b>	<b>Description</b>
Review scope, estimate and provide CIP scoring	Up to 1 months	E/T staff to analyze & study
Council approve addition to CIP and necessary funding	1 month	E/T and Rec staff prepare staff report and resolution for project funding.
Hire landscape architectural firm and public engagement firm for project	4 months	E/T & Rec staff to prepare RFP, Selection, Negotiation, Council Contract Approval, Purchase Order Issuance.
Identify and Request Interest for Stakeholder Groups	2 weeks	Using community outreach mechanisms to receive and request stakeholder group interest in identifying the type of activity, equipment, landscape and overall park culture.
Stakeholder Meetings including Park and Recreation Commission	2-3 months	In response to draft landscape architectural design options, stakeholders respond and provide

		feedback to park design and culture. This may take the form in small groups, larger groups or an open house. If groups have not self-identified, we proactively contact neighborhood organizations in the area of the proposed park. RHS will walk the neighborhood to ensure that park planning is in process and invite them to join. A consultant is hired for the overall facilitation process supported by City staff.
Circulation of Draft Design Options	2-3 months	At the same time as the Stakeholder meetings, RHS posts on City websites/Facebook the design options to receive feedback. Physical renderings are also displayed at the library at other City facilities for feedback. Depending on the location, RHS will also display design options w/staff in the affected neighborhood to receive comments.
Summation of Stakeholder and Community Input	3 weeks	Consultant will summarize community comments in a report.
Discussion of Report to Park and Recreation Commission and City Council Facilities Committee	2 months	The Commission and Council will receive the report. At Council, the outcomes of the community input are imbedded in staff report to develop the park.
Final Park Design & Acquire property	6 to 9 months	Concurrently final park design, complete general plan conformity for property acquisition, property appraisal, and acquire the property.

Advertise & Award Construction Contract	3 to 4 months	Advertise construction contract and award to low bidder.
Construct Park & Opening	6 to 9 months	Build park and grand opening

**Additional Impacts/Considerations**

- 1) Staffing impacts –We will need to hire a consultant to conduct these meetings and the drafting of the report.

**Alternative at an existing facility**

The timeframe for constructing a memorial area in an existing city park is a function of how elaborate the memorial. A typical design would be a memorial plaque on a large rock with a bench and modest landscaping and would take 3 to 5 months to complete.

If the memorial is a granite or large rock and all material are installed by Public Works Services, then we would estimate the following timeline:

<b>Activity</b>	<b>Estimated Time</b>	<b>Description</b>
Design and consultation with family and concerned parties	1 month	Meetings to determine design of the memorial[PD1][CK2]
Purchasing, manufacturing, and shipping	1 to 3 months	Purchase memorial material and specialty fabrication
Installation by PWS	1 months	Installation of desired memorial features

If there is a desire for more an enhanced memorial, then the time for completion will extend. If the upgrade includes a professionally designed memorial at an existing facilities with improvements installed by PWS, then the project duration would extend approximately 4 to 6 months for total duration from 7 to 11 month.

If the improvements require outside contractors, then the project would extend approximately 3 to 4 months for a total duration from 10 to 15 months.

**Summary**

<b>Alternative</b>	<b>Estimated Duration</b>
Staff designed memorial at an existing city park designed and installed by City staff.	3 to 5 months
Consultant designed memorial at an existing facility installed by City staff.	7 to 11 month

Consultant designed memorial at an existing facility installed by outside contractor.	10 to 15 months
Consultant designed memorial on newly acquired property constructed by outside contractor.	27 to 36 months