



Legislation Details (With Text)

File #: 23-063 **Version:** 1 **Name:** Approve WRT Design CSA for Parks Master Plan Proposal

Type: Staff Report **Status:** Filed

On agenda: 3/20/2023 **In control:** City Council

Enactment date: **Final action:** 3/20/2023

Enactment #: 2023-023

Title: Adopt a Resolution to Approve and Authorize the City Manager to Execute a Consulting Services Agreement Between the City of San Leandro and WRT Design for the Comprehensive Parks Master Plan for a not-to-exceed total of \$379,612.

Indexes:

Code sections:

Attachments: 1. Att A - Resolution for CSA with WRT Design, 2. Att B - RFP Parks Assessment Master Plan, 3. Att C - WRT San Leandro Comprehensive Parks Master Plan Proposal

Date	Ver.	Action By	Action	Result
3/20/2023	1	City Council	Received and Filed	Pass

Adopt a Resolution to Approve and Authorize the City Manager to Execute a Consulting Services Agreement Between the City of San Leandro and WRT Design for the Comprehensive Parks Master Plan for a not-to-exceed total of \$379,612.

RECOMMENDATIONS

Staff recommends Council approve a Consulting Services Agreement between the City of San Leandro and WRT Design for a not-to-exceed amount of \$379,612 covering services through Fiscal Year 2023-2024 to conduct a Comprehensive Parks Assessment and to create a Parks Master Plan.

BACKGROUND

In 1998, the City and school districts undertook a Parks Needs Assessment prepared by the Community Services Department to create a long range plan to guide the development, operation, and maintenance of the City’s parks and open space system.

Now, twenty-five years later, the City and school districts (San Leandro Unified School District and San Lorenzo Unified School District) desire to better understand the current usage of our existing parks and recreational assets, the needs and requests of our community, the capital requirements needed to maintain existing assets for the next ten years, apt implementation of proposed park improvements, and expand utilization for recreational purposes system wide.

The City and school districts also want to establish a comprehensive inventory of recreational assets owned by the City and shared with the school districts. The findings from the Comprehensive Parks Assessment will inform priorities and implementation strategies of the Parks Master Plan. The Parks Master Plan will provide guidance for both short- and long-range planning related to parks and recreation while establishing a baseline set of standards for all assets system-wide.

City staff evaluated two responsive bidders and determined WRT has the industry expertise necessary to achieve the goal of this project. WRT will carry out a comprehensive outreach strategy across the City, in each Council District, to ensure the community informs the process. Additionally, this project advances three key Council Priorities within Infrastructure, Sustainability, as well as Diversity, Equity, and Inclusion.

Financial Impacts

The cost for the proposed agreement is \$379,612. Sufficient funding exists in the Fiscal Year 2022-2023 Adopted Budget to cover the first year of the contract.

The contract total breaks down as follows:

- General Fund-Administration, Account 010-61-001-5120
\$89,230 for Fiscal Year 2022-2023;
\$290,382 for Fiscal Year 2023-2024;
- \$379,612 total compensation

ATTACHMENTS

Attachment A: Resolution for Consulting Services between the City and WRT Design

Attachment B: RFP Parks Assessment Master Plan

Attachment C: WRT San Leandro Comprehensive Parks Master Plan Proposal

PREPARED BY: Ely Hwang, Recreation Manager, City Manager's Office