

**City of Placerville**  
**M E M O R A N D U M**

DATE: February 1, 2008

TO: City Council

FROM: Steve Youel, Director of Community Services

SUBJECT: **PROFESSIONAL SERVICES AGREEMENT FOR PARKS AND FACILITIES MASTER PLAN**

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**RECOMMENDATION**

That the City Council authorize a resolution to execute an agreement between the City of Placerville and Foothill Associates to provide consulting services to create a comprehensive Parks and Facilities Master Plan.

**BACKGROUND**

Once completed, this project will set the framework for decision makers in the planning and rehabilitation of the City's recreation and parks facilities. The Master Plan is intended as a planning tool that addresses future needs, sets parks and facilities standards, and will provide a systematic and prioritized approach to the implementation of needed parks and facilities projects. The Master Plan will be inherently linked to the City's Capital Improvement Plan. The Plan will be used as the basis for establishing facilities replacement fees and expenditures of Park Development fees for rehabilitation of existing parks. It is important that the Master Plan clearly articulate the standards and guidelines that support the recommendations for both new parks and facilities and rehabilitation of existing parks and facilities. The scope of work will focus on updated needs assessment, administrative policy and procedures, and planning and funding of parks development.

Foothill Associates will be expected to work closely with City staff and the Recreation and Parks Commission. It will be incumbent upon existing City staff and the Recreation and Parks Commission to be an active participant in the Master Plan process. All parties must be available to participate in meetings with staff and public forums. City staff will also be responsible for the necessary support required by the terms and conditions of the consulting agreement. This agreement may include periodic requests for project related information, technical assistance with a statistically valid survey, and public workshop facilitation.

**ANALYSIS**

In order to obtain the most qualified consulting firm with extensive experience in all aspects of park and recreation planning and design, City staff circulated a Request for Proposal to over thirty five Landscape Architecture Firms throughout Northern California (see attached). The proposal clearly defines the scope of work including: 1.) Needs assessments, 2.) Provision of facilities, 3.) Review and recommended modifications to existing parks and

Agenda

February 12, 2008

facilities and 4.) Implementation of a financial component. Two consulting firms, Jacobs Carter Burgess and Foothill Associates submitted proposals that met the terms and conditions set forth within the Request for Proposal. The proposals were routed to various City departments for review and comments. Both firms were asked to take part in panel interviews conducted by City staff and two members of the City of Placerville Recreation and Parks Commission. The result of this effort identified Foothill Associates as the firm to be most affordable and qualified to perform a Citywide Parks and Facilities Master Plan.

Foothill Associates, the recommended consultant for this project, consists of a team led by Vice President Kate Kirsh, ASLA, RLA that is very familiar with Placerville and the surrounding unincorporated area. Some team members have been regular visitors to City parks and appreciate the unique combination of history, setting, and small town qualities that make Placerville such a unique and desirable place to live. The team has extensive experience in all aspects of park and recreation planning and design and has recently completed a master plan project with the El Dorado Irrigation District.

Attached to this staff report is a copy of the consulting services agreement with Foothill Associates which spells out the terms and conditions under which the consultant will provide service to the City.

### **FISCAL IMPACT**

The City Council adopted the Fiscal Year 2007/2008 Capital Improvement Program Budget which appropriated \$48,000 for the Recreation and Parks Facilities Master Plan (CIP #40804). As mentioned above, the proposed agreement with Foothill Associates shall not exceed \$47,130. A detailed cost estimate and fee schedule is provided as an attachment to this staff report. As you can see, the proposed \$47,130 agreement with Foothill Associates is within the \$48,000 adopted project budget.

Tonight, staff respectfully requests the City Council to approve the \$47,130 agreement with Foothill Associates.

Attachments - Request for Proposal  
Professional Services Agreement  
Cost Estimate and Fee Schedule

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Steve Youel, Director of Community Services

Approved for Submittal to City Council:

Reviewed for Fiscal Analysis:

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John Driscoll, City Manager/Attorney  
Agenda  
February 12, 2008

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Dave Warren, Director of Finance