

FEATHER RIVER RECREATION AND PARK DISTRICT
1875 FEATHER RIVER BLVD., OROVILLE, CA 95965

Page 1 of 2 Special Meeting December 7, 2017

DISTRICT BOARD MEETING

Special Board Meeting

December 7, 2017

1:00pm

Location: FRRPD Conference Room

AGENDA

In accordance with the Americans with Disabilities Act, if you need a special accommodation to participate in the meeting, please contact the District Administrative Office at (530)533-2011 at least 48 hours in advance of the meeting.

1. CALL MEETING TO ORDER

Time: _____

2. ROLL CALL

Chairperson Victoria Smith

Vice Chairman Gary Emberland

Director Scott Kent Fowler

Director Marcia Carter

Director Don Noble

3. PLEDGE OF ALLEGIANCE

4. ADJOURN TO CLOSED SESSION

A. Pursuant to Government Code section 54956.9(b) (3) (A);

Conference with Legal Counsel

Anticipated Litigation; Facts and circumstances that might result in litigation against District which are not yet known to the plaintiff or plaintiffs

B. Pursuant to Government Code Section 54957, Public Employment- Gymnastics Coach

5. ANNOUNCEMENT FROM CLOSED SESSION

6. PUBLIC COMMENT

At this time, the Board will extend the courtesy of the Hearing Session to interested parties who wish to speak on items not on the agenda. State law prohibits the Board from taking action on any item presented if it is not listed on the agenda, except under special circumstances as defined in the Government Code. You are limited to three (3) minutes. The Chairperson will invite anyone the audience wishing to address the Board on a matter not listed on the agenda to state your name for the record and make your presentation. The Board will not and cannot take any action except for brief response by the Board or staff to a statement or question relating to a non-agenda item.

7. REGULAR AGENDA

NON ACTION ITEM

A. Riverbend Park restoration change to Phase 1 Riverbend Park: include soccer fields restoration to Phase I: facilitated by Melton Design Group
Melton Design presentation.

ACTION ITEM

B. Review and approve amended contract Melton Design Group agreement for services to restoration of Riverbend Park Phase I. (Appendix A)
Requested action: Approve agreement

VOTE

Chairperson Smith

Vice Chair Emberland

Director Fowler

Director Noble

Director Carter

8. ADJOURNMENT

Time: _____



STAFF REPORT

DATE: DECEMBER 7, 2017

TO: FEATHER RIVER RECREATION AND PARK DISTRICT BOARD OF DIRECTORS

FROM: INTERIM GM TOM LANDO/BUSINESS MANAGER DEBORAH PELTZER

RE: Melton Design Contract Amendment for Riverbend Park Phase I 2017

SUMMARY

There are two primary elements to review for the Riverbend Park Project; Phase 2 items already added to the Phase 1 scope of work and the timing to add the soccer fields to the contract.

The following are portions of the Park that have been added to the Phase 1 set of construction documents. In previous staff and Board meetings, Melton Design Group presented the idea of adding these services to keep from building parts of the park twice, once during immediate/temporary repairs and another during reconstruction. The design of these areas are covered under the existing Renovation Master Plan portion of the contract but are not included in the Phase 1 Construction Documents portion. A contract amendment for these services is attached.

1. Core area landscape
2. Disc golf course
3. Amphitheatre seat walls, stairs and handrails
4. Ponds parking lot entry drive and ADA parking
5. Entry monument at roundabout
6. Decomposed granite plaza at railroad piers
7. Separate bids for insurance agency

Adding Phase 2 items to the Phase 1 construction documents has moved the schedule out for Phase 1. One of the most important milestones for the schedule is to have the soccer fields repaired by the start of the next soccer season on August 1, 2018. With this in mind, we highly recommend adding the soccer fields to Phase 1. An outline of services necessary for soccer field repair is also included in the attached amendment.

RECOMMENDATION

Approve Contract Amendment



RIVERBEND PARK PHASE ONE 2017 - CONTRACT AMENDMENT 1

This AGREEMENT, effective as of the ____ day of _____ 2017 shall be

BETWEEN the Feather River Recreation and Park District (FRPPD)
Client: 1875 Feather River Blvd.
Oroville, CA 95966

and the Melton Design Group, Inc. (MDG)
Consultant: 309 Wall Street
Chico, CA 95928

Project: Riverbend Park Phase One 2017

Amendment: Phase 2 Areas Added to Phase 1

PROJECT UNDERSTANDING

The following services are to be added to the Riverbend Park Phase One 2017 Contract for Insurance purposes. This work has been previously discussed with FRRPD staff and the Board. It is close to complete.

- Package Original Bid Set from 2004 to Provide Separate Bids for Insurance Agency:
Many of the damaged landscape areas will be replaced with drought tolerant landscape instead of turf. FRRPD insurance agency representatives MKA have asked for three contractor bids to determine the cost to replace the irrigation, topsoil and sod in these areas as if they were all going to be turf again. MKA will use these bids to determine the insurance compensation for these areas. FRRPD can then use that compensation to install a more drought tolerant landscape as is currently shown in the Phase 1 Construction Drawings. MDG will keep this task simple by using mark ups of as built plans to acquire bids. Contractors will require a small fee to provide bids.

Through FRRPD staff and Board meetings each of these areas, except for the Soccer Fields, has been added to the Phase One Construction Documents and is close to complete.

1. Core Area Landscape – planting, irrigation and grading
2. Disc golf course – tee signs, tee boxes and baskets (north and south course)
3. Amphitheatre seatwalls, stairs and handrails
4. Ponds parking lot entry drive and ADA parking
5. Entry monument at roundabout
6. DG plaza at railroad piers
7. Soccer Fields - due to the number of items added to Phase One this task has now become an urgent need to be ready for the 2018 soccer season on August 1st.

Services for each of the above items will follow the services provided in the existing Contract for Riverbend park Phase One 2017. Consultant Basic Services shown in the next section are supplemental to the existing Contract.



SECTION 1 - CONSULTANT BASIC SERVICES

Consultant Basic Services for the Project are as described below.

Task 1 – Project Set Up and Coordination

- 1.1 Kick off Meeting – Meet with Client to confirm objectives and program for the Project, to establish parameters for the design effort and confirm interim and final deliverables.
 - A. Review Project Team Coordination for duration of Project.
 - B. Establish the Project Schedule to best fit the Client’s proposed timeline and the agreed upon scope of services.
 - C. Refine project program and confirm with Client input.
- 1.2 Base Map - Incorporate Designs from Riverbend Park Restoration Master Plan into AutoCAD Construction Base file
- 1.3 Project Coordination during Design Process
 - A. Prepare all meeting agendas, notices, presentation materials and minutes.
 - B. Hold appropriate number of meetings with Client.
 - C. Provide monthly status reports.
 - D. Provide design schedule with updates as required.

Task 2 – Construction Documents

- 2.1 Construction Drawings and Specifications
 - A. Construction and Layout Plans
 1. Identify new areas on Construction Plan
 2. Soccer Field Installation Details
 - a. Drain inlets
 - b. Bank stabilization
 - c. Terraced sitting areas
 3. Remaining Installation Details
 - d. Amphitheatre seatwall, stairs and handrails
 - e. Mowcurbs
 - f. Concrete sidewalks
 - g. Decomposed granite – paths and planters
 - h. Entry monument wall – cobble wall, concrete cap, steel text inserts
 - B. Ponds Area Parking Lots
 1. New driveway around existing elderberry bush
 2. Handicap accessible parking stalls at the southernmost pond parking lot and restroom
 - C. Planting Plan, Irrigation Plan and Installation Details – existing Phase One drawings only addressed new mainline and valves for existing landscape. Services here include a new planting and irrigation layout for the core area of the Park.
 - D. Grading Plan
 1. Soccer Fields
 2. Ponds Parking Area Expansion
 3. Amphitheatre
 4. Railroad Pier Plaza
- 2.2 Technical Specifications – provide CSI specifications for new areas added to Phase One.



- 2.3 Cost Estimates – Update cost estimate to include new items.
- 2.4 Submittal Process and Final Construction Documents – provide final set of Construction Documents for review prior to putting project out to bid in early January. Edit documents per Client input.

Task 3 – Bid Services

- 3.1 Add new areas and quantities to bid forms.
- 3.2 Provide specialized contractor requirements for soccer field irrigation system.
- 3.3 Provide separate bids to insurance Agency.
 - 1. Research, contact and acquire three contractors to provide bids
 - 2. Highlight and make notes on as-built plans to provide direction for bidders
 - 3. Determine quantities for irrigation, topsoil and sod
 - 4. Provide contractors with digital plan set and bid form
 - 5. Receive bids from contractors
 - 6. Submit bids to Client and insurance agency

Task 4 – Construction Administration

Add new items and areas to existing Contract Task 4.

SECTION 2 - BASIS OF COMPENSATION

Compensation due Consultant for services described in Section 1 shall be a not to exceed figure shown as the total of this Task Summary:

Task 1 – Project Set Up and Coordination	\$18,700
Task 2 – Construction Documents	\$97,100
Task 3 – Bid Administration / Insurance Bids / Contractor Fee	\$17,000
Task 4 – Construction Administration	\$35,000
<hr/> Sub Total	\$167,800
Reimbursable Expenses (estimated at 5%)	\$8,390
<hr/> TOTAL (Not to exceed)	\$176,190

Please let us know if you have any questions concerning this Amendment. If the above meets your approval, please sign and return a copy to our office.

Sincerely,



Greg Melton, CEO
Melton Design Group

Client Signature

Date Print Name / Title



820 BROADWAY ST CHICO CA 95928 - 530.899.1616
1440 G ST SACRAMENTO CA 95814 - 916.594.9342

MELTONDG.COM

MELTON DESIGN GROUP - 2017 SCHEDULE OF RATES

PERSONNEL

Principal Landscape Architect	\$150.00/hour
Associate Landscape Architect	\$130.00/hour
Project Manager	\$120.00/ hour
GIS Specialist	\$100.00/hour
Irrigation Specialist	\$110.00/ hour
Irrigation Associate	\$ 70.00/ hour
Graphic Designer	\$ 95.00/ hour
Drafting Technician I	\$ 77.00/ hour
Drafting Technician II	\$ 67.00/ hour
Administration	\$ 57.00/ hour

REIMBURSABLE EXPENSES

Black and White Plan Print	\$.75 / square foot
Color Plan Print	\$ 4.00 / square foot
Premium Color Glossy Plan Print	\$ 6.00 / square foot
Foam Core	\$11.00 each
B & W Copies, 8.5 X 11	\$.25 each
B & W Copies, 11 X 17	\$.45 each
Color Copies 8.5 x 11	\$ 1.10 each
Color Copies 11 X 17	\$ 2.10 each
Binding	\$ 2.55 each
Flash Drive	\$ 7.00 each
Overnight Mail	Cost Plus 15%
Courier	Cost Plus 15%
Photography	Cost Plus 15%
Soils Analysis	Cost Plus 15%
Travel / Automobile	\$ 0.535/ mile

Note: Rates subject to change annually

