

**TOWN OF SAN ANSELMO**

Staff Report  
April 3, 2014

For the Meeting of April 8, 2014

TO: Town Council

FROM: David P. Donery, Director of Community Services

SUBJECT: Community Facilities Master Plan Agreement

**RECOMMENDATION**

That the Town Council authorize the Town Manager to enter into a contract with Group 4 Architecture, Research & Planning, Inc to prepare and conduct a Community Facilities Master Plan, and that the Council select two members to sit on the Community Advisory Committee for the project.

**BACKGROUND**

In 2012, the Town of San Anselmo conducted a survey to determine community priorities for the next 5 to 20 years. This survey produced 33 strategic goals. These goals were then ranked in priority order by the residents. A final report on this process was presented to the San Anselmo Town Council in May of 2012.

Of the 33 strategic priorities, the number one goal as prioritized by town residents had to do with improving the Town's infrastructure including roads and drainage. The second highest priority goal was addressing the chronic flooding issues in town. The third highest priority goal was the development of a Community Facilities Master Plan to ensure best use of Town facilities.

The Town Council directed staff to begin to address the top goals immediately. This past November, San Anselmo successfully passed a Transaction and Use Tax, the proceeds from which will fund much needed infrastructure projects. The Town continues to work on several flooding-relating projects including several bridge replacements and the Memorial Park Detention Basin project, which received a state grant covering half of the project cost.

**DISCUSSION**

In 2013, the Town began work on the development of the Community Facilities Master Plan process. This project seeks to address indoor recreational space needs at the town's two facilities that house most of the Town's recreational programming, Robson Harrington Park and the Isabel Cook Community Center.

### Robson Harrington Park and House

Robson Harrington Park, which is located two blocks from the downtown commercial district, is a 2.68 acre neighborhood park with a terraced community garden, picnic areas, and passive use lawn areas. The property also has a historic house that is in need of upgrades, along with a currently unused structure known as the Carriage House, which previously housed youth programming but was closed due to unfunded ADA needs.

For many years, the Town operated youth programs out of the former Carriage House facility. This facility consisted of a "clubhouse", a small playground, and a set of public restrooms. In the early 1990's, these facilities were decommissioned due to issues related to ADA access and deferred maintenance needs. Recreational programming continues to operate in the Robson House.

### Isabel Cook Community Center

The Isabel Cook Community Center is a former school site that is home to several recreational facilities including the Town's Recreation Department's Administrative offices, a youth gymnastics center, a state licensed preschool, and several multi-use classrooms. In addition, the Town leases space to a non-profit group for artist's studios.

A portion of the property on the former campus at Isabel Cook School was sold to the County's Housing Authority in the early 1980's where 18 low income housing units were constructed. Opened in 1983, the Isabel Cook Homes complex continues to be a Marin Housing Authority property. The Town facilities and housing complex have coexisted on the property for over 30 years. Both the old school buildings owned by the town and the housing units owned by the County of Marin Housing Authority, have millions of dollars in deferred maintenance needs.

During the summer of 2013, Town staff met with Supervisor Katie Rice along with Marin Housing Authority (MHA) Executive Director Lewis Jordan to explore the possibility of working together on the redevelopment of the Isabel Cook property, and bringing the housing component into the larger community discussion as part of the master plan process. The idea was that it made sense to look at all available options for the site, and that there may be a better configuration where the two uses, community-based facilities and affordable housing, could coexist on the property in a way that makes better sense. In the current configuration, the housing complex is surrounded by actively used facilities including a community recreation center, a child care center, tennis courts, and a basketball/skateboarding facility.

In the fall of 2013, staff from the Town and from MHA met multiple times and have come to the consensus opinion that approaching the master planning of the Isabel Cook property as a whole is the right thing to do for all concerned. The master planning process will be designed to identify community needs, facility improvement options, implementation costs, and funding

strategies. The goal for the community facilities master plan is to develop community-supported recommendations that meet community needs and can be implemented over time by the Town and Housing Authority. The process provides a unique opportunity to create a dynamic, functional design for the property while planning for improvements to the primary functions of affordable housing and community recreation space.

## **ANALYSIS**

In May of 2013, staff circulated a Request for Proposal seeking planning services for the San Anselmo Community Facilities Master Plan. Five responses were received and two firms were interviewed by staff, including the Town Manager, Interim Planning Director, Public Works Director, Recreation Supervisor and the Community Services Director.

Group 4 Architecture, Research & Planning, Inc. was unanimously selected as the top choice. Group 4 demonstrated an ability to conduct meaningful public engagement, along with having extensive experience in designing community spaces including community centers and libraries. Most recently, Group 4 completed master plans for the City of Larkspur's Rose Garden site, Strawberry Community Services District, and were the architects of the Albert J. Boro Community Center (formerly Pickleweed Park). In addition, they have recently been selected to work on the Marin City Community Center project.

Group 4 has been a part of the discussion with the MHA and has an affordable housing expert on its team who will focus on the housing components within the master plan.

It is expected that the master planning process will begin in late April of 2014 and conclude in the early part of 2015. As demonstrated in Attachment 2, the process includes conducting a community needs assessment, performing an analysis of existing sites and facilities, providing site improvement options and cost estimates, and proposing funding strategies.

### Community Advisory Committee (CAC)

Among the first tasks of this effort will be to convene a Community Advisory Committee (CAC), consisting of 12 to 15 members. The CAC will be the project steering committee, with members selected to represent a broad cross-section of the community with representation from many of the different population segments within San Anselmo.

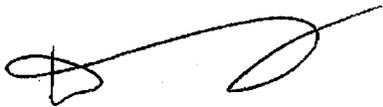
The CAC will help guide the project at every step, providing oversight and acting as a project sounding board as well as community ambassadors for the project. The project proposes six meetings with the CAC, with agendas that directly follow the progress of the project. In addition to providing input and guidance to the project, a key role for the committee members will be to be active leaders in community meetings.

The CAC proposes to include two members of the Town Council, two members of the Parks & Recreation Commission, and one member of the Planning Commission. The first CAC meeting will be planned for the last week in April.

#### **FISCAL IMPACT**

The total amount of the proposed contract is \$108,575. The Town has \$55,000 set aside in the current budget for this expense, and the County of Marin has agreed to contribute \$50,000 to the effort, leaving approximately \$3,575 remaining. Staff proposes that the remaining balance be paid for using Recreation Fund reserve funds. There is currently a balance of \$79,055 in this reserve fund. The balance would be reduced to \$75,580 if this expenditure is authorized.

Respectfully submitted,



David P. Donery  
Director of Community Services  
Town of San Anselmo

- Attachment #1 – Professional Services Agreement
- Attachment #2 – Scope of Work
- Attachment #3 – Compensation
- Attachment #4 – Schedule
- Attachment #5 – Map of Isabel Cook Property

## ATTACHMENT 1

### AGREEMENT FOR PERFORMANCE OF PLANNING SERVICES FOR THE SAN ANSELMO COMMUNITY FACILITIES MASTER PLAN

This Agreement is made and entered into this 8<sup>th</sup> day of April, 2014, by and between the TOWN OF SAN ANSELMO (hereinafter "TOWN"), and GROUP 4 ARCHITECTURE, RESEARCH + PLANNING, Inc. (hereinafter "CONTRACTOR") for the development of a comprehensive Community Facilities Master Plan (hereinafter "PROJECT") for the TOWN.

#### RECITALS

**WHEREAS**, in 2002 the TOWN commissioned a master plan to identify the community need for parks and recreation facilities; and

**WHEREAS**, the TOWN has incrementally addressed the projects identified in the 2002 master plan, with the exception of the recommendation to create additional recreational space for the community; and

**WHEREAS**, in the 2012 Town Council strategic planning survey, San Anselmo residents identified improved community facilities as one of the top three public priorities; and

**WHEREAS**, in an effort to develop a plan for increasing and improving the community's recreational spaces, the Town Council wishes to hire the CONTRACTOR to develop a comprehensive plan for the design and development of these facilities

#### AGREEMENT

**NOW, THEREFORE**, the parties hereby agree as follows:

1. PROJECT COORDINATION.

A. **TOWN.** The Town Manager shall be the representative of the TOWN for all purposes under this Agreement. The Community Services Director is hereby designated the PROJECT MANAGER for the TOWN, and said PROJECT MANAGER shall supervise all aspects of the progress and execution of this Agreement.

B. **CONTRACTOR.** CONTRACTOR shall assign a single PROJECT DIRECTOR to have overall responsibility for the progress and execution of this Agreement for CONTRACTOR. Dawn Merkes is hereby designated as the PROJECT DIRECTOR for CONTRACTOR. Should circumstances or conditions subsequent to the execution of this Agreement require a substitute PROJECT DIRECTOR for any reason, the CONTRACTOR shall notify the TOWN within ten (10) business days of the substitution.

2. DUTIES OF CONTRACTOR.

**CONTRACTOR** shall perform the duties and/or provide services as described in Exhibit A (Scope of Work) attached hereto and incorporated herein.

3. DUTIES OF TOWN.

**TOWN** shall pay the compensation as provided in Paragraph 4, and perform the duties as described in Exhibit B (Compensation) attached hereto and incorporated herein.

3.1 The TOWN's Project Manager or authorized designee shall manage the CONTRACTOR's performance under the Agreement. CONTRACTOR shall receive final direction only from the Project Manager or his or her authorized designee. The Project Manager shall resolve any conflicting direction from other groups, departments, or agencies.

3.2 The TOWN shall make available to CONTRACTOR all existing information for the site and adjacent properties. The CONTRACTOR shall be able to rely on the accuracy of all TOWN provided information.

4. COMPENSATION.

For the full performance of the services described in Exhibit A, **TOWN** shall pay **CONTRACTOR** as specified in Exhibit B. Payment will be made monthly upon receipt by **PROJECT MANAGER** of itemized invoices submitted by **CONTRACTOR**.

4.1 **COMPENSATION FOR BASIC SERVICES**

As described more fully in Exhibit B, for the Basic Services described in Exhibit A, Task 1 through Task 7, the TOWN shall pay the CONTRACTOR a total fee in an amount not to exceed One Hundred Eight Thousand Five Hundred Seventy Five Dollars (\$108,575.00).

4.2 **COMPENSATION FOR ADDITIONAL SERVICES**

The Additional Services described in Exhibit A Section III are not included in the CONTRACTOR's Basic Services. If authorized by the TOWN, Additional Services shall be compensated for by the TOWN in addition to compensation for Basic Services according on a Time & Materials Basis only if and when authorized by the TOWN in writing.

4.3 **COMPENSATION FOR REIMBURSABLE EXPENSES**

Reimbursable expenses are in addition to compensation for Basic Services in Exhibit A and include expenses incurred by the CONTRACTOR and subconsultants in the interest of the PROJECT. These expenses are more fully described in Exhibit B section 4.0

5. TERM OF AGREEMENT.

The term of this Agreement shall be for nine (9) months commencing on April 16, 2014 and ending on January 16, 2014.

Upon mutual agreement of the parties, and subject to the approval of the Town Manager, the term of this Agreement may be extended.

6. TERMINATION.

A. **Discretionary.** Either party may terminate this Agreement without cause upon thirty (30) days written notice mailed or personally delivered to the other party.

B. **Cause.** Either party may terminate this Agreement for cause upon fifteen (15) days written notice mailed or personally delivered to the other party, and the notified party's failure to cure or correct the cause of the termination, to the reasonable satisfaction of the party giving such notice, within such fifteen (15) day time period.

C. **Effect of Termination.** Upon receipt of notice of termination, neither party shall incur additional obligations under any provision of this Agreement without the prior written consent of the other.

D. **Return of Documents.** Upon termination, any and all TOWN documents or materials provided to CONTRACTOR and any and all of CONTRACTOR's documents and materials prepared for or relating to the performance of its duties under this Agreement, shall be delivered to TOWN as soon as possible, but not later than thirty (30) days after termination.

7. OWNERSHIP OF DOCUMENTS.

The written documents and materials prepared by the CONTRACTOR in connection with the performance of its duties under this Agreement, shall be the sole property of TOWN. TOWN may use said property for any purpose, including projects not contemplated by this Agreement.

8. INSPECTION AND AUDIT.

Upon reasonable notice, CONTRACTOR shall make available to TOWN, or its agent, for inspection and audit, all documents and materials maintained by CONTRACTOR in connection with its performance of its duties under this Agreement. CONTRACTOR shall fully cooperate with TOWN or its agent in any such audit or inspection.

9. ASSIGNABILITY.

The parties agree that they shall not assign or transfer any interest in this Agreement nor the performance of any of their respective obligations hereunder, without the prior written consent of the other party, and any attempt to so assign this Agreement or any rights, duties or obligations arising hereunder shall be void and of no effect.

10. INSURANCE.

A. During the term of this Agreement, **CONTRACTOR** shall maintain, at no expense to **TOWN**, the following insurance policies:

1. A commercial general liability insurance policy in the minimum amount of one million (\$1,000,000) dollars per occurrence for death, bodily injury, personal injury, or property damage.

2. An automobile liability insurance policy, for owned, non-owned, and hired vehicles, in the minimum amount of one million (\$1,000,000) dollars per occurrence.

3. If any licensed professional performs any of the services required to be performed under this Agreement, a professional liability insurance policy in the minimum amount of one million (\$1,000,000) dollars to cover any claims arising out of the **CONTRACTOR's** performance of services under this Agreement.

B. The insurance coverage required of the **CONTRACTOR** in Subparagraph A above, shall also meet the following requirements:

1. Except for professional liability insurance, the insurance policies shall be endorsed for contractual liability and personal injury.

2. Except for professional liability insurance, the insurance policies shall provide in their text or shall be specifically endorsed to name the **TOWN**, its officers, agents, employees, and volunteers, as additionally named insureds under the policies, and to provide that the insurance shall be primary with respect to any insurance or coverage maintained by **TOWN** and shall not call upon **TOWN's** insurance or coverage for any contribution.

3. **CONTRACTOR** shall provide to Town's Project Manager, (a) Certificates of Insurance evidencing the insurance coverage required herein, and (b) text from the insurance policies or the endorsements as specified in Subparagraph B(2).

4. The insurance policies shall provide that the insurance carrier shall not cancel, terminate or otherwise modify the terms and conditions of said insurance policies except upon ten (10) days written notice to Town's Project Manager.

5. If the insurance is written on a Claims Made Form, then, following termination of this Agreement, said insurance coverage shall survive for a period of not less than five years.

6. The insurance policies shall provide for a retroactive date of placement coinciding with the effective date of this Agreement.

7. The insurance shall be approved as to form and sufficiency by **PROJECT**

MANAGER and the Town Attorney.

C. If it employs any person, **CONTRACTOR** shall maintain worker's compensation and employer's liability insurance, as required by the State Labor Code and other applicable laws and regulations, and as necessary to protect both **CONTRACTOR** and **TOWN** against all liability for injuries to **CONTRACTOR's** officers and employees.

D. Any deductibles or self-insured retentions in **CONTRACTOR's** insurance policies must be declared to and approved by the Town's Risk Manager and the Town Attorney. At **TOWN's** option, the deductibles or self-insured retentions with respect to **TOWN** shall be reduced or eliminated to **TOWN's** satisfaction, or **CONTRACTOR** shall procure a bond guaranteeing payment of losses and related investigations, claims administration, attorney's fees and defense expenses.

11. INDEMNIFICATION.

A. Except as provided in Subparagraph B., **CONTRACTOR** shall indemnify, release, defend and hold harmless **TOWN**, its officers, and employees, against any claim, demand, suit, judgment, loss, liability or expense of any kind, including attorney's fees, arising out of or resulting in any way, in whole or in part, from any acts or omissions, intentional or negligent, of **CONTRACTOR** or **CONTRACTOR's** officers, agents and employees in the performance of their duties and obligations under this Agreement.

B. Where the services to be provided by **CONTRACTOR** under this Agreement are design professional services to be performed by a design professional as that term is defined under Civil Code Section 2782.8, **CONTRACTOR** shall, to the fullest extent permitted by law, indemnify, release, defend and hold harmless **TOWN**, its officers, and employees, against any claim, demand, suit, judgment, loss, liability or expense of any kind, including attorney's fees, that arises out of, pertains to, or relates to the negligence, recklessness, or willful misconduct of **CONTRACTOR** or **CONTRACTOR's** officers, agents and employees in the performance of its duties and obligations under this Agreement.

12. NONDISCRIMINATION.

**CONTRACTOR** shall not discriminate, in any way, against any person on the basis of age, sex, race, color, religion, ancestry, national origin or disability in connection with or related to the performance of its duties and obligations under this Agreement.

13. COMPLIANCE WITH ALL LAWS.

**CONTRACTOR** shall observe and comply with all applicable federal, state and local laws, ordinances, codes and regulations, in the performance of its duties and obligations under this Agreement. **CONTRACTOR** shall perform all services under this Agreement in accordance with these laws, ordinances, codes and regulations. **CONTRACTOR** shall release, defend, indemnify and hold harmless **TOWN**, its officers, agents and employees from any and all damages, liabilities, penalties, fines and all other consequences from any noncompliance or violation of any laws,

ordinances, codes or regulations.

14. NO THIRD PARTY BENEFICIARIES.

**TOWN** and **CONTRACTOR** do not intend, by any provision of this Agreement, to create in any third party, any benefit or right owed by one party, under the terms and conditions of this Agreement, to the other party.

15. NOTICES.

All notices and other communications required or permitted to be given under this Agreement, including any notice of change of address, shall be in writing and given by personal delivery, or deposited with the United States Postal Service, postage prepaid, addressed to the parties intended to be notified. Notice shall be deemed given as of the date of personal delivery, or if mailed, upon the date of deposit with the United States Postal Service. Notice shall be given as follows:

**TO TOWN:**

\_\_\_\_\_  
Dave Donery, Community Services Director  
Town of San Anselmo  
525 San Anselmo Avenue  
San Anselmo, CA 94960

**TO CONTRACTOR:**

\_\_\_\_\_  
Dawn Merkes, Project Manager  
Group 4 Architecture, Research & Planning, Inc.  
211 Linden Ave  
South San Francisco, CA 94080

16. INDEPENDENT CONTRACTOR.

For the purposes, and for the duration, of this Agreement, **CONTRACTOR**, its officers, agents and employees shall act in the capacity of an Independent Contractor, and not as employees of the **TOWN**. **CONTRACTOR** and **TOWN** expressly intend and agree that the status of **CONTRACTOR**, its officers, agents and employees be that of an Independent Contractor and not that of an employee of **TOWN**.

17. ENTIRE AGREEMENT -- AMENDMENTS.

A. The terms and conditions of this Agreement, all exhibits attached, and all documents expressly incorporated by reference, represent the entire Agreement of the parties with respect to the subject matter of this Agreement.

B. This written Agreement shall supersede any and all prior agreements, oral or written,

regarding the subject matter between the **CONTRACTOR** and the **TOWN**.

C. No other agreement, promise or statement, written or oral, relating to the subject matter of this Agreement, shall be valid or binding, except by way of a written amendment to this Agreement.

D. The terms and conditions of this Agreement shall not be altered or modified except by a written amendment to this Agreement signed by the **CONTRACTOR** and the **TOWN**.

E. If any conflicts arise between the terms and conditions of this Agreement, and the terms and conditions of the attached exhibits or the documents expressly incorporated by reference, the terms and conditions of this Agreement shall control.

18. SET-OFF AGAINST DEBTS.

**CONTRACTOR** agrees that **TOWN** may deduct from any payment due to **CONTRACTOR** under this Agreement, any monies which **CONTRACTOR** owes **TOWN** under any ordinance, agreement, contract or resolution for any unpaid taxes, fees, licenses, assessments, unpaid checks or other amounts.

19. WAIVERS.

The waiver by either party of any breach or violation of any term, covenant or condition of this Agreement, or of any ordinance, law or regulation, shall not be deemed to be a waiver of any other term, covenant, condition, ordinance, law or regulation, or of any subsequent breach or violation of the same or other term, covenant, condition, ordinance, law or regulation. The subsequent acceptance by either party of any fee, performance, or other consideration which may become due or owing under this Agreement, shall not be deemed to be a waiver of any preceding breach or violation by the other party of any term, condition, covenant of this Agreement or any applicable law, ordinance or regulation.

20. TOWN BUSINESS LICENSE / OTHER TAXES.

**CONTRACTOR** shall obtain and maintain during the duration of this Agreement, a **TOWN** business license as required by the San Anselmo Municipal Code. **CONTRACTOR** shall pay any and all state and federal taxes and any other applicable taxes. **TOWN** shall not be required to pay for any work performed under this Agreement, until **CONTRACTOR** has provided **TOWN** with a completed Internal Revenue Service Form W-9 (Request for Taxpayer Identification Number and Certification).

21. APPLICABLE LAW.

The laws of the State of California shall govern this Agreement.

**IN WITNESS WHEREOF**, the parties have executed this Agreement as of the day, month

and year first above written.

**TOWN OF SAN ANSELMO**

\_\_\_\_\_  
DEBRA STUTSMAN, Town Manager

ATTEST:

\_\_\_\_\_  
BARBARA CHAMBERS, Town Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
ROBERT F. EPSTEIN, Town Attorney

**CONTRACTOR**

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

## ATTACHMENT 2

### SCOPE OF WORK

#### I. INTRODUCTION AND GENERAL INFORMATION

##### 1.0 GENERAL INFORMATION

1.1 The Town of San Anselmo is a community of approximately 12,500 people, located in the heart of Marin County in Ross Valley. In 2002, the Town commissioned a master plan to identify parks and recreation facilities needs. Since that time the Town has been incrementally addressing the projects identified in the five year master plan time frame and has made good progress on most of these recommendations, with the exception of the recommendation for creating additional recreation space. The 7,450 square feet of recreation space available today still falls well below the 2002 recommendation of approximately 24,800 square feet. Currently, the Town's Recreation Department uses two primary spaces for programming: 7,450 square feet in the Isabel Cook Recreation Center and the Robson-Harrington House.

1.2 In selecting the CONTRACTOR, the TOWN recognizes that the CONTRACTOR has the qualifications to provide full planning, architecture, and interior design services including schematic design, design development, construction documents, bidding, construction administration, and post-construction services. The TOWN, at its discretion, may choose to amend this contract to add services to the CONTRACTOR's Scope of Services for Additional Compensation if mutually agreed to by the TOWN and the CONTRACTOR.

##### 2.0 THE PROJECT

2.1 Through the 2012 Town Council strategic planning survey, San Anselmo residents identified improved community facilities as one of the top three public priorities. To address this, Council adopted a strategic goal to prepare a community facilities master plan. The Community Services/Parks and Recreation Department now proposes to conduct a facility master planning process to identify community needs, facility improvement options, implementation costs, and funding strategies. The goal for the Community Facilities Master Plan ("Project") is to develop community-supported recommendations that meet community needs and can be implemented by the Town Council and staff. The Master Plan work shall include existing conditions analysis, building and site programming, site strategies and design options as well as community outreach for input, feedback and confirmation.

#### II. CONTRACTOR'S BASIC SERVICES

##### 1.0 CONTRACTOR'S BASIC SERVICES

The CONTRACTOR's scope of basic services for the Project is for master planning and community outreach. The Consultant's Basic Services are broken down into the following tasks:

Project Initiation, Recreation Needs Assessment, Isabel Cook Townhomes Replacement Program, Site/Facility Analysis, Conceptual Site Options, Project Costs & Funding Options, Master Plan, and Participation.

## 1.1 TASK 1: PROJECT INITIATION

The CONTRACTOR shall prepare a draft project work plan and participation plan. The planning team will work closely with the TOWN's Project Manager to develop project controls and communication tools. The CONTRACTOR shall prepare a detailed work plan. The CONTRACTOR shall conduct Project Management Team Meeting (PMT) #1 and Technical Meetings with TOWN staff to facilitate the project work. The CONTRACTOR shall conduct Community Advisory Committee (CAC) #1, as a kickoff meeting detailing the project overview. The project meetings will have detailed agendas and with goals, objectives, and meeting logistics established. The draft work plan and community outreach plan will be presented at the first Community Facility Meeting for review and input.

The CONTRACTOR shall review TOWN-provided site information, planning information, and relevant project information as it pertains to the Isabel Cook Recreation Center, the Robson-Harrington Estate, and the Isabel Cook Homes program. The CONTRACTOR shall develop exhibit backgrounds for the project.

### ***Deliverables:***

- Draft and Final Project Schedule and Work Plan
- Project Directory
- Draft and Final Community Participation Plan
- Project Exhibit Backgrounds
- PMT Meeting #1 notes and exhibits
- Technical meeting notes and exhibits

### ***Meetings:***

- Project Management Team (PMT) Meeting #1
- Technical Meetings – San Anselmo Recreation Department
- Technical Meetings – Marin Housing Authority
- Community Advisory Committee (CAC) Meeting #1 (included in Task 7 – Participation)*

## 1.2 TASK 2: TOWN RECREATION NEEDS ASSESSMENT & ISABEL COOK TOWNHOMES REPLACEMENT PROGRAM

The CONTRACTOR shall update the Needs Assessment information from the 2002 Master Plan, as well as develop an analysis of existing recreation programs, services and facilities (Isabel Cook Recreation Center, Robson-Harrington House, Carriage House Basement, and Isabel Cook Homes). The CONTRACTOR shall develop an analysis on recreation trends, uses and priorities. Input and feedback on recreation programs and services will be conducted through the CONTRACTOR's work with the CAC, the community and recreation staff. Deriving from focus group discussions, the CONTRACTOR shall develop recommendations for TOWN recreation programs, services and service delivery alternatives and explore opportunities to expand and create new partnerships. A summary of the Needs Assessment will ultimately be prepared for review and input and to inform the development of draft program scenarios. Up to three draft program scenarios will be developed by the

CONTRACTOR for review and input, in addition to operational and revenue opportunity information for each scenario.

The CONTRACTOR shall develop a summary program for the Isabel Cook Homes of space needs based on the existing facility and update according to current best practices. Three alternatives are anticipated: renovation and rehabilitation of the existing facilities, new construction, and expansion.

The CONTRACTOR shall present the recreation needs assessment findings and summary program for the Isabel Cook Homes to the CAC and first round of community meetings.

***Deliverables:***

Updated demographic and 2002 Needs Assessment information  
Draft analysis of existing recreation programs and facilities  
Summary of comparable communities  
Summary of input and feedback on recreation programs, program and facilities matrix  
Summary of needs assessment findings  
Draft program scenarios (up to three)  
Draft summary program for the Isabel Cook Housing

***Meetings:***

Project Management Team (PMT) Meetings #2 and #3  
Technical Meeting – San Anselmo Recreation Department  
Technical Meeting – Marin Housing Authority  
Focus Groups (up to four)  
CAC Meetings #2 & #3 (included in Task 7 – Participation)  
Community Meetings Round 1

**1.3 TASK 3: SITE/FACILITIES ANALYSIS AND DOCUMENTATION**

The CONTRACTOR shall develop a site analysis for the Isabel Cook Recreation Center and Robson-Harrington House/Carriage House, as well as review and update the current Memorial Park Master Plan site analysis. The CONTRACTOR shall research and develop the site parameters and create an existing conditions summary. The site analysis will include understanding of the existing traffic, site circulation, and parking as well as the civil site requirements, which include storm water retention and treatment, flood zone impacts, and site utilities. The detailed analysis will highlight potential site challenges and opportunities. In addition to the existing conditions, the CONTRACTOR shall take into consideration in their analysis planned developments and projects that are underway. The CONTRACTOR shall prepare a summary of regulatory conditions from the General Plan:

- Physical conditions and area
- Land use and circulation
- Environmental constraints- noise limits, flood zones, and potential sea level rise
- Bike and pedestrian paths and trails
- Site challenges and opportunities

The existing site conditions findings (Task 3), and the needs assessments (Task 2) will be presented to the CAC and at the first round of community meetings, in addition to project goals and objectives developed with the CAC.

***Deliverables:***

Site analysis (large graphic display)

Existing conditions report

**Meetings:**

Project Management Team (PMT) Meeting #2 & #3  
Technical Meetings – Town Planning and Building Department  
*CAC Meeting #3 (included in Task 7 – Participation)*

**1.4 TASK 4: CONCEPTUAL SITE IMPROVEMENT OPTIONS**

The CONTRACTOR shall produce information developed in Task 2 and Task 3 into site layout options for each site and then refine and further develop the preferred alternative for each site. The CONTRACTOR shall collect input and feedback on the site options from the PMT, the CAC, and the community.

**Task 4A: Conceptual Site Improvement Options**

*Robson-Harrington Park Site:*

The CONTRACTOR shall develop up to two site options based on the program options for a community clubhouse/pavilion that addresses a combination of community needs. Each option shall include a draft building and site program summary, site and floor plans, and a massing diagram.

*Isabel Cook Recreation Center:*

The CONTRACTOR shall develop up to three alternatives for a community recreation center to be located at the current site addressing a combination of community needs serving the highest and best uses for the site. Each option shall include a draft building and site program summary, site and floor plans, and a massing diagram.

*Isabel Cook Homes:*

The Sub-consultant shall make recommendations for two alternative parcel configurations for the Marin Housing Authority to make better use of their property. The recommendations will integrate the Marin Housing Authority parcel with the entire San Anselmo Recreation facility configuration.

The CONTRACTOR shall analyze each set of site options based on the following:

- Ability to provide highest and best use
- Site and building opportunities
- Functionality
- Connectivity, circulation, walkability, and accessibility
- Opportunities
- Constraints and potential impacts (noise, light, air, traffic, and safety)
- Potential environmental issues
- Strategic siting and orientation of structures and outdoor amenities
- Costs versus benefit

**Task 4.B: Preferred Conceptual Site Improvement Options**

Based on input from the review of site options from the community, the CAC, and the PMT, the CONTRACTOR shall further refine the preferred option for both the Isabel Cook Recreation Center site, (including the Isabel Cook Homes), and the Robson-Harrington Park site. The CONTRACTOR shall also develop preliminary design values for each of the sites based on the feedback that the

CONTRACTOR receives from the Park and Recreation Commission, the CAC, the Community and the PMT.

***Deliverables:***

Up to two site alternatives for the Robson-Harrington Park site  
Up to three alternatives for the Isabel Cook Recreation center  
Up to two alternative parcel configurations for the Isabel Cook Housing  
Alternatives analysis  
Refinement of site alternative exhibits  
Develop preliminary design values for sites  
Meeting notes and exhibits – Technical meetings, PMT, CAC, P&R Commission

***Meetings:***

Project Management Team (PMT) Meeting #4, #5 and #6  
Technical Meetings – Town Manager, Planning and Building, Recreation, Public Works  
*CAC Meeting #4 & #5 (included in Task 7 – Participation)*  
Community Meetings Round 2  
Parks and Recreation Commission Meeting

**1.5 TASK 5: PROJECT COSTS & FUNDING OPTIONS**

The CONTRACTOR shall develop project cost models for the preferred alternatives. The cost models will be based on the current construction of similar types of facilities and will include all anticipated soft and hard costs, such as design and engineering fees, FF&E, environmental studies, and project contingencies and escalation. In addition to the project cost models, the CONTRACTOR shall work with the TOWN staff to summarize potential project funding strategies and summarize the pros and cons of each option.

The CONTRACTOR shall present the project cost models and potential project funding strategies to the CAC for their input and review.

***Deliverables:***

Draft cost model templates  
Summary of cost inputs  
Draft cost models  
Draft funding strategies

***Meetings:***

Project Management Team (PMT) Meeting #6  
Technical Meeting – Town Manager  
*CAC Meeting #5 (included in Task 7 – Participation)*

**1.6 TASK 6: MASTER PLAN**

Through discussion and direction from the PMT and the Town Manager the anticipated funding strategy will be identified for the projects. Based on this funding strategy the PMT will develop an implementation timeline and general next steps for each of the projects. The CONTRACTOR shall

incorporate this information into the draft master plan report summarizing all project tasks, which will serve as an implementation plan for guiding development of the public facilities within the project sites. The draft master plan shall synthesize the input received from the PMT, CAC, Town staff, Park and Recreation Commission and the community during the master planning process. The draft master plan will be distributed to the PMT and the CAC for review and comment, and presented to the Town Council for their action. The Draft Master Plan shall include:

- Process – a description of the planning process and the role the public and public agencies played in creating the plan
- Policy framework – goals, objectives and policies for creating and sustaining proposed facilities and improvements
- Development standards
- Preferred layout of proposed facilities and public amenities
- Circulation, access and connectivity – pedestrian, transit, auto, and bicycle access to the site and circulation through the study area. This element will address accessible design to meet the needs of persons with disabilities and the elderly; projected motorized traffic impacts and estimated number of persons accessing the site by alternative transportation or non-motorized modes; and anticipated parking demand and parking management strategies
- Site design standards that address sustainability and identify infrastructure improvements needed to support implementation of the plan including flooding/sea level rise mitigation and adaptation strategies

The CONTRACTOR shall review feedback and integrate comments as appropriate into the final master plan report and presentations. The CONTRACTOR shall present the Final Master Plan to the Town Council for their acceptance.

***Deliverables:***

Draft implementation plan  
Draft master plan  
Final master plan  
Final presentation

***Meetings:***

Project Management Team (PMT) Meeting #7  
Technical Meeting – Town Manager  
*CAC Meeting #6 (included in Task 7 – Participation)*  
Town Council Meeting

**1.7 TASK 7: PARTICIPATION (per Meeting Budget):**

The CONTRACTOR shall coordinate and conduct the Community Outreach for the Project. The Community Outreach shall include: working with the **Community Advisory Committee (CAC)**; conducting **Project Focus Groups** and two rounds of **Community Meetings**; and presenting the in-progress and final Master Plan at **Public Hearings**, including the Park and Recreation Commission and the Town Council.

The CONTRACTOR shall work with the **CAC** as the project advisory committee, the CAC will help guide the project, provide feedback and oversight to the planning process. The CONTRACTOR shall

conduct up to 6 meetings with the CAC and the agendas will directly follow the progress of the project.

The CONTRACTOR shall conduct up to four **Project Focus Groups** to reach out to and engage individuals, organizations, special interest groups or service provider partners to collect their input on the recreation needs assessment.

The CONTRACTOR shall conduct two rounds of **Community Meetings**.

- Round 1: "Community Needs"
- Round 2: "Community Design Charrette"

Each round of community meetings will have three formats: a "drop-in" meeting, a structured meeting, and a community kiosk. The "drop-in" meeting and the structured meeting will occur on the same day, with the structured community meeting following the drop-in meeting; it will have the same content. The "community kiosk" is the third community meeting format. The content and goal for community input will be the same as at the "drop-in" and structured meetings, but will be presented via project kiosks in an active community gathering location for approximately 4 hours by the CONTRACTOR.

The CONTRACTOR shall prepare for and present the in-progress and final Master Plan at up to two public hearings: the **Park and Recreation Commission** and the **Town Council**. The CONTRACTOR shall preview the presentations with Town staff and the CAC for their review and comment.

### **III. CONTRACTOR'S ADDITIONAL SERVICES**

The following services are not part of the CONTRACTOR's Basic Services and shall be performed by the CONTRACTOR as Additional Services on a Time & Materials Basis only if and when authorized by the TOWN in writing:

- Additional meetings or presentations beyond what is described under Basic Services above.
- Other participation services not described in Basic Services above.
- Other services not specifically identified under Basic Services above.
- Making changes in the design or documentation that is contrary to prior direction provided by the TOWN.
- Civil engineering site survey, boundary, topography, etc.
- Traffic Analysis beyond what is included in Basic Services for the site parking and circulation.
- Programming, Planning and Design Documentation for other facilities or sites.
- CEQA related support services other than those described above including studies such as environmental, historic, noise....
- Architecture and engineering services, landscape architecture, Schematic design, Design development, Construction documents, bidding and award services, construction phase services, interior design, furniture, technology, security.
- Acoustical analyses and advising services
- Preparation of a Storm Water Pollution Prevention Plan (SWPPP).
- Services related to public art including but not limited to assistance with artist selection, design coordination with artist proposals and submissions, engineering and building systems coordination of art installations.
- Building and site signage including freestanding or building mounted monument/marquee signs, stack end signs, general interior way finding signs, miscellaneous non-code required

signs, donor recognition signs.

- Preparation of additional communication, marketing and fundraising materials including flyers, kiosks, animations, artist renderings, physical presentation models, videos, web design and content that beyond what is included in basic services above.

## ATTACHMENT 3

### COMPENSATION

#### 1.0 COMPENSATION FOR BASIC SERVICES

1.1 For the Basic Services described in Exhibit A, Task 1 through Task 7, the Town of San Anselmo shall pay the CONTRACTOR a total fee in the amount not to exceed One Hundred and Eight Thousand, Five Hundred and Seventy Five Dollars (\$108,575.00).

1.1.1 For the Basic Services described in Exhibit A, Task 1 through Task 7, the CONTRACTOR shall invoice for these services monthly for the percent complete of each task:

Task 1:	Project Initiation	\$ 6,407
Task 2:	Needs Assessment	\$12,626
Task 3:	Site/Facility Analysis	\$ 9,718
Task 4:	Conceptual Site Options	\$42,893
Task 5:	Project Costs & Funding Options	\$ 4,798
Task 6:	Master Plan	\$ 4,884
Total Fixed Fee Services		\$81,325

1.1.2 For the Basic Services described in Exhibit A, Task 7- Participation (Public), the CONTRACTOR shall invoice for these services on a per meeting basis according to the following schedule:

Community Advisory Committee (CAC) – 6 Meetings @ \$1,500/mtg	\$ 6,000
Public Hearings: P&R, Town Council – 2 Meetings @ \$1,500/mtg	\$ 3,000
Public Outreach: 2 Kiosk; 2 Meetings; 2 Open House – 2 @ \$4,500/mtg	\$ 9,000
Technical Meeting Allowance	<u>\$ 550</u>
Task 7: Participation ( <b>maximum not to exceed</b> )	\$18,550

Compensation for Task 7- Participation (Public) shall not exceed Eighteen Thousand, Five Hundred and Fifty Dollars (\$18,550) without approval of the TOWN.

1.1.3 Adjustments to Scope of Work: Minor adjustments in the scope of work and fee in each task and between tasks may be made if approved in writing by both the TOWN and the CONTRACTOR in writing. In no case can the total fee of this Agreement be increased without formally amending the Agreement.

#### 3.0 COMPENSATION FOR ADDITIONAL SERVICES

3.1 Additional Services described in Exhibit A services are not included in the CONTRACTOR's Basic Services. If authorized by the TOWN, Additional Services shall be compensated for by the TOWN in addition to compensation for Basic Services according to the hourly rates described below.

#### 4.0 COMPENSATION FOR REIMBURSABLE EXPENSES

4.1 Reimbursable expenses are in addition to compensation for Basic Services in Exhibit A and include expenses incurred by the CONTRACTOR and subconsultants in the interest of the project, as identified in the following clauses.

- 4.2 Compensation for Reimbursable Project Expenses shall not exceed Eight Thousand and Seven Hundred Dollars (\$8,700) without the prior written approval of the TOWN.
- 4.3 Reimbursable expenses related to the Project, whether for CONTRACTOR, subconsultant, or TOWN use, are billable at 1.15 times direct cost or at the rates indicated below. Such costs include, but are not necessarily limited to:
- CAD plotting of check sets and presentation drawings larger than 11"x17" foot.
  - Outside service printing/copying of drawings and documents of any size.
  - In-house black and white printing/copying of drawings larger than 11"x 17".
  - In-house black and white printing/copying for draft and final reports and specifications.
  - In-house color and grayscale printing and photocopying up to 11"x17" for in-house, consultant or client use.
  - Software purchase and licensure on behalf of the client with prior client approval.
  - Postage, delivery and messenger service.
  - Photographic and digital imaging, including color and gray scale copies of any size.
  - Outside telephone conferencing services.
  - Overtime expenses with prior client approval.
  - Architectural renderings, physical and digital scale models and animations.
  - Travel expenses such as mileage, bridge tolls, and meals.
  - Subconsultant costs.
  - Presentation boards.
  - Facilitation tools.
  - Workshop accessories and facilitation materials.
  - Videos, web services, opinion surveys.

The following expenses are included in the hourly billing rates and are not billed separately:

- General in-house black and white printing/copying of 11"x 17" or smaller, except as noted above.
  - Telephone and fax usage, unless stipulated otherwise by Agreement.
- 4.4 The TOWN and CONSULTANT agree that the rates for Additional Services and Reimbursable Expenses, including subconsultant and Reimbursable Expense markup, shall be reviewed and adjusted annually for future project phases.



**GROUP 4**

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**SCHEDULE OF PROFESSIONAL SERVICES**

**Effective 1 January 2014**

Consulting Principal	\$250.00 per hour
Principal in Charge	195.00 per hour
Principal	185.00 per hour
Associate	165.00 per hour
Senior Project Designer	160.00 per hour
Senior Project Manager	155.00 per hour
Project Manager	145.00 per hour
Architect III	140.00 per hour
Architect II	130.00 per hour
Architect I	120.00 per hour
Intern III	110.00 per hour
Intern II	100.00 per hour
Intern I	90.00 per hour
Project Support	(80.00 - 150.00) per hour

Consultants to the Architect will be billed at 1.15 times direct cost.

Reimbursable expenses related to the project, whether for in-house, consultant or client use, will be billed at 1.15 times direct cost. Such expenses include, but are not necessarily limited to:

- CAD plotting of Check Sets and Presentation Drawings.
- Outside service printing/copying of drawings and documents of any size.
- Photographic and digital imaging, including color and gray scale copies of any size.
- In-house black and white photocopying for draft and final reports and specifications.
- In-house black and white printing/copying of drawings larger than 11"x 17".
- Outside telephone conferencing services.
- Postage, delivery and messenger service.
- Overtime expenses with prior client approval.
- Architectural renderings, physical and digital scale models and animations.
- Videos, web services, opinion surveys.
- Travel expenses, including mileage, tolls, lodging and meals.
- Sub-consultant costs.
- Presentation boards.
- Facilitation tools.
- Workshop accessories and facilitation materials.
- Software purchase and licensure on behalf of the client.

The above-listed rates are adjusted annually. The next adjustment will be 1 January 2015.

WAYNE GEHRKE  
ARCHITECT

DAWN E. MERKES  
ARCHITECT

DAVID SCHNEE  
ARCHITECT

DAVID M. STURGES  
ARCHITECT

JILL EYRES  
ARCHITECT

ANDREA GIFFORD  
ARCHITECT

JONATHAN HARTMAN  
ARCHITECT

PAUL JAMTGAARD  
ARCHITECT

WILLIAM LIM  
ARCHITECT



## ATTACHMENT 4

### SCHEDULE

#### 1.0 PROJECT SCHEDULE

The CONTRACTOR shall perform the services described in project tasks so as to complete each milestone within the time specified. Each task, if not indicated otherwise, is contingent on completion of the prior tasks. The time to complete each task may be increased or decreased by mutual written agreement of the CONTRACTOR and the TOWN. The CONTRACTOR shall provide a detailed schedule of work consistent with the schedule below within 14 days of receipt of the Notice to Proceed.

Task Nos.	TASKS	DATE OR TASK DURATION
	NOTICE TO PROCEED	MARCH 10, 2014
1	Project Initiation	1 Month
2a 2b	Recreation Needs Assessment Isabel Cook Townhomes Replacement Program	4.5 Months (concurrent with Task 2b, 3) 3 Months (concurrent with Task 2a, 3)
3	Site/Facility Analysis	3 Months (concurrent with Task 2)
4a 4b	Conceptual Site Options Preferred Conceptual Site Options	1.5 Months 1.5 Months (concurrent with Task 5)
5	Project Costs & Funding Options	1.5 Months (concurrent with Task 4b)
6	Master Plan	1 Month

## ATTACHMENT 4

### SCHEDULE

#### 1.0 PROJECT SCHEDULE

The CONTRACTOR shall perform the services described in project tasks so as to complete each milestone within the time specified. Each task, if not indicated otherwise, is contingent on completion of the prior tasks. The time to complete each task may be increased or decreased by mutual written agreement of the CONTRACTOR and the TOWN. The CONTRACTOR shall provide a detailed schedule of work consistent with the schedule below within 14 days of receipt of the Notice to Proceed.

Task Nos.	TASKS	DATE OR TASK DURATION
	NOTICE TO PROCEED	MARCH 10, 2014
1	Project Initiation	1 Month
2a 2b	Recreation Needs Assessment Isabel Cook Townhomes Replacement Program	4.5 Months (concurrent with Task 2b, 3) 3 Months (concurrent with Task 2a, 3)
3	Site/Facility Analysis	3 Months (concurrent with Task 2)
4a 4b	Conceptual Site Options Preferred Conceptual Site Options	1.5 Months 1.5 Months (concurrent with Task 5)
5	Project Costs & Funding Options	1.5 Months (concurrent with Task 4b)
6	Master Plan	1 Month

Attachment 5

