

# REQUEST FOR PROPOSALS

Consulting Services

## PARKS AND RECREATION FACILITIES

### ASSESSMENT

Healdsburg, California

Release Date: January 11, 2018

Proposals Due By: January 24, 2018 at 5:00 P.M.



**CITY OF HEALDSBURG**  
**COMMUNITY SERVICES DEPARTMENT**  
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## I. INTRODUCTION

The City of Healdsburg (City) desires to evaluate its parks and recreation facilities to help determine long-term capital improvement and replacement needs. The City is seeking a qualified consultant team with relevant experience and knowledge to:

- (1) Study existing information, reports, and other data that is available about the City's parks and recreation facilities
- (2) Conduct site visits to review and document existing conditions
- (3) Develop a facility inventory that includes age, existing condition, life expectancy, plan-level replacement costs, and other information that may be needed to plan for long-term renovation and replacement costs
- (4) Work with City staff to gather community input on the assessment
- (5) Prepare and present a draft assessment for feedback
- (6) Prepare and present a final assessment

The information compiled in this process will help the City determine how best to plan for and fund its long-term capital needs for parks and recreation facilities.

## II. PROJECT BACKGROUND

The City of Healdsburg is located 70 miles north of San Francisco on Highway 101 in the heart of Sonoma County. With a population of approximately 11,800 residents, the City's small-town charm is reflected in quiet, friendly neighborhoods and traditional Spanish-style plaza. The City rests at the confluence of three valleys: the Russian River, Dry Creek, and Alexander Valleys. The Russian River passes through the City and provides a wide variety of recreation opportunities. In addition, nearby park and open space preserves provide miles of trails for hiking. Heading west it's a short hour drive to the coast, and the Golden Gate Bridge welcomes you into San Francisco just over an hour and a half to the south.

The City operates a 49-acre park system and two recreation facilities: the Healdsburg Community Center and the Healdsburg Senior Center. In addition, the City owns the Villa Chanticleer Event Center and the Tayman Park Golf Course that are operated under contract by a private-sector vendor. The City provides a full-range of parks and recreation/community services including early childhood education, youth and adult sports, after school programs, older adult services, and a vibrant special event lineup. The City also works closely with the Healdsburg Unified School District for shared use of facilities, as well as numerous organizations and non-profits who provide services to the community.

The City's parks are in a variety of conditions. Some parks are newer or have been recently renovated (Barbieri Park, Giorgi Park), while others need a refresh (Byron Gibbs Park, Badger Park, Railroad Park).

The Community Services Department is funded entirely through ten percent of the City's transient occupancy tax (TOT), along with user fees and charges. The department receives no general fund revenue. New hotels that are currently under construction or

planned will have a positive impact on funding for department services. While the increase in TOT will address long-term operating needs, the City's Parks and Recreation Commission is discussing options for raising capital funding for capital improvements.

The City is seeking a consultant to assist in compiling information on its parks and recreation facilities to help develop a long-term plan for maintaining, renovating, and ultimately replacing facilities. Over the past decade, the City completed several plans and studies on its parks and facilities. The selected firm will use these documents provided by the City to the consultant – along with site visits, discussions with staff, and public input – to develop the assessment. The City is not anticipating that the assessment will involve prioritizing needs, but rather focus on documenting existing conditions, projecting anticipated life cycles, and estimating replacement costs.

## Revised Scope of Services and Deliverables

August 15, 2018

### III. SCOPE OF SERVICES

#### Project Expertise:

The City expects that the consultant's team will include expertise in project management, landscape architecture, civil engineering, cost estimating, and other trades normally needed for this type of project. Architectural services are being requested for supplemental facility evaluations as needed (Community Center, Senior Center, Villa Chanticleer, park structures and park restrooms.)

#### List of Tasks (at a minimum) for Inclusion in Proposed Scope of Services:

The following is a typical list of tasks that the consultant is expected, but not limited, to incorporate at a minimum into consultant's proposed scope of services. It is not intended that the tasks included below comprise a comprehensive list or are the only tasks required for this project. Each consultant firm is expected to develop its unique comprehensive and detailed scope of services, based on its expertise and knowledge that the consultant believes to be necessary to meet the City's expectations for completing the project.

1. PROJECT MANAGEMENT: Establish the project team (PDT) to consist of at a minimum the lead consultant's project manager and personnel and the City's project manager and personnel. Facilitate the means to regularly evaluate progress to best ensure that the project remains on schedule for meeting the City's goals and expectations.
2. DATA REVIEW: Review existing plans, documents, and other data inputs for use in the assessment. The City has identified the following data inputs that should be used as part of the assessment and will be provided to the consultant in electronic format:
  - Saggio Hills Park Concept Plan (2006)
  - Foss Creek Pathway Plan (2006)
  - Villa Chanticleer Business and Development Plan (2007)
  - Bicycle and Pedestrian Master Plan (2008)
  - Parks and Open Space Plan (2008)
  - General Plan (2009)
  - Community Center and Senior Center Building Assessment (2011-2014)
  - Community Center Master Plan (2014)
  - Healdsburg Ridge Open Space Management Plan (2014)
  - Healdsburg Unified School District Swim Center Assessments (2015)
  - Saggio Hills Park Revised Concept Plan (2016)
  - Community Center Synthetic Turf Concept Plan and Cost Estimates (2016)
  - Parks and Recreation Commission Facility Inventory (2016)
  - 2016-2019 Capital Improvement Plan (2016)
  - Bi-Annual Operating Budget (2016)
  - 3 North Street Redevelopment Project Schematic Design and Cost Estimates (2017)
  - Fitch Mountain Park and Open Space Preserve Management Plan (2017)
  - Parks and Recreation Facilities ADA Accessibility Evaluation (2017)
3. DATA COLLECTION: Conduct park and facility site visits with City staff to document and inventory site amenities and assess existing conditions. The following is a preliminary list of parks and recreation facilities that must be included in the assessment, with available data noted in blue.
  - \*3 NORTH STREET – (3 North Street) Former Purity Products site currently undergoing design for redevelopment to be home of Farmers Market, parking, and

- open air event facility. 0.5 Acres. [Schematic design and planning level cost estimates available \(2017\)](#).
- BADGER PARK – (750 Heron Drive) Athletic fields, children’s playground, park benches & picnic tables, trail along riparian habitat, Community Garden. Enclosed Dog Park with water and shade. 11 Acres
  - BARBIERI BROTHERS PARK– (325 Bridle Path) Walking paths, children’s playground, turf, sport court with ½ basketball court, Ramada with picnic tables, and park benches. 3.5 Acres
  - BYRON GIBBS PARK – (1520 Prentice Dr.) Children’s playground, turf, picnic tables, restrooms. 2.5 Acres.
  - CARSON WARNER MEMORIAL SKATEPARK (15070 Grove Street). Skateboards and in-line skating, no bicycles allowed.
  - FITCH MOUNTAIN PARK AND OPEN SPACE PRESERVE (900 Chanticleer Way). Park and park and open space preserve with trails and vistas. 175 acres. [Management plan with development cost estimates available \(2017\)](#).
  - FOSS CREEK PATHWAY – (Parallel to Grove Street and Railroad). Paved lighted walking path, benches, public art. Partially complete. [Pathway plan available \(2006\); final phase of pathway in design](#).
  - GIORGI PARK – (540 University St.) Children’s playground, two lighted tennis courts, parking area, bocce ball courts, restrooms, picnic tables and horseshoe pits. 3 Acres. [Renovated in 2009](#).
  - \*HEALDSBURG COMMUNITY CENTER – (1557 Healdsburg Avenue) Community Center, basketball court and children’s playground. 3.9 Acres of athletic turf. [Facility needs assessment available \(2011-2014\)](#). [Master plan with cost estimates available \(2014\)](#).
  - HEALDSBURG PLAZA – (Matheson Street and Healdsburg Avenue) Turf, trees, park benches and gazebo. A focal point of the downtown area: festivals, music and special events. 1 Acre.
  - HEALDSBURG RIDGE OPEN SPACE PRESERVE – (Bridle Path & Arabian Way) Open Space Preserve featuring hiking trails and pond. 155 acres. [Management plan available \(2014\); most improvements planned for site are complete](#).
  - \*HEALDSBURG SWIM CENTER – (360 Monte Vista Ave). Two heated pools; 25 meter pool w/diving board and 20’ x 30’ wading pool, dressing rooms, snack bar and turf area. [Facility assessment available \(2015\)](#).
  - RAILROAD PARK – (Front Street) Enjoy the scenery of the Russian River; picnic tables and benches. 1 acre.
  - \*RECREATION PARK – (515 Piper Street) Lighted baseball/soccer field, football field; enclosed grandstand, concession stand, picnic area; site of the Future Farmers Fair in May. 4 Acres.
  - SAGGIO HILLS PARK – (North Healdsburg Avenue) Site of future park to be developed in conjunction with the planned Saggio Hills Development. 36 acres. [Original concept plan \(2006\) and revised concept plan \(2016\) available](#). [Project to be funded by development](#).
  - \*SENIOR CENTER – (133 Matheson St.) Senior Center. [Facility needs assessment available \(2011-2014\)](#).

- SORRENTO PARK – (124 Monte Vista Avenue) Newly constructed pocket park that includes a sidewalk, small turf area with irrigation, and picnic tables.
- \*TAYMAN PARK GOLF COURSE – (925 South Fitch Mountain Road) Nine-hole public golf course, golf shop, snack bar, clubhouse rental, barbecue and picnic area. 60 Acres.
- \*VILLA CHANTICLEER COMPLEX – (900 Chanticleer Way) [Business and development plan available \(2007\)](#)
  - Main Villa – The 11,000 square foot Villa. 632 capacity.
  - Villa Annex – 36' x 64' building. 200 seating capacity.
  - Outdoor Event Garden – Gazebo, green turf, walkways, landscaping.
  - Group Picnic Area – 300 capacity.
  - 1 1/2 acre enclosed Dog Park with water and shade.
  - Children's playground.
- WEST PLAZA PARK – (North & Matheson) Rose Garden, turf, benches along Foss Creek, and downtown parking. 1.5 Acres.

\*Site includes buildings or structures.

#### 4. INPUT MEETINGS AND PRESENTATIONS :

##### User Group Input Meetings

The City desires to gather input from specific user groups through facility input meetings. Meetings can be scheduled to occur over back-to back day period.

- One meeting and site tour of Villa Chanticleer and Healdsburg Golf Club with Tayman Group representatives, operator of Villa Chanticleer and Tayman Golf, and City representatives to discuss current conditions and desired enhancements.  
*Estimated four hours*
- One meeting and site tour with Recreation Park user groups and City representatives to discuss current conditions and desired enhancements.  
*Estimated two hours*
- One meeting with Senior Center users and City representatives to discuss current conditions and desired enhancements.  
*Estimated two hours*
- One meeting with Sports Associations representatives and City representatives to discuss current conditions and desire enhancements for sports activities.  
*Estimated two hours*
- One meeting with Dog Park users and City representatives to discuss current conditions and desired enhancements.  
*Estimated two hours*

##### Presentations

- Draft assessment to the Parks and Recreation Commission Facilities Assessment Committee  
*Estimated two hours*
- Final assessment to the Parks and Recreation Commission  
*Estimated one hour*

Notes: Estimated times do not include meeting preparation, setup, or take down. The City will coordinate logistics for the public meetings including coordinating meeting locations and room arrangements, invitations to meetings, printing of handouts, etc. The consultant will provide meeting content information including graphic boards, handouts for printing, etc.

5. TIMELINE:

Ideally, draft assessment report is complete by April 30, 2019, and final report May 31, 2019. Final timeline will be discussed and agreed upon.

6. DELIVERABLES (DRAFT AND FINAL REPORTS):

Required Deliverables

The following are the required deliverables for the project:

- a. In person meetings, conference calls, or video chat as needed with City to undertake and successfully complete the project
- b. On-site inspections and data collection of facilities including:
  - Roads and parking lots
  - Trails, walk ways, retaining walls, bridges, etc.
  - Turf and landscape areas including type of plant materials
  - Play structures, components, and surfacing materials
  - Fountains and water play features
  - Site amenities: furniture, water fountains, fences, etc.
  - Lighting, fixtures, and systems
  - Buildings, restrooms, structures, etc.
  - Building components: roofing and siding, fixtures, alarms and systems, etc.
  - Utility services and specifications
  - Irrigation systems and components (to the valve box)
  - Sports features: courts, goals, fitness equipment, scoreboards, etc.
- c. Public meeting content including graphics, boards, handouts for printing, presentations, etc. and attendance at public meetings
- d. Facilities assessment document (draft and final) organized by facility in editable format (such as Word) and PDF that includes the following information:
  - General facility description
  - Report of facility inventory including:
    - Category (roads, infrastructure, amenity, plant, etc.)
    - Year constructed/installed (when known)
    - Make/model (when applicable)
    - Photographs (when feasible/appropriate)
    - Proposed action (e.g. repair, replace)
    - Priority (e.g. commitment, essential, maintain, enhance)
    - Suggested year for proposed action
    - Funding type (operating, capital)
    - Anticipated cost for proposed work
  - Summary table for facility (in Excel format)

e. GIS Database of Inventory

Collection of the facility inventory information noted above in GIS format for future use in an asset management program. The inventory should consist of the following assets:

- Recreational Amenities
  - Sports Courts (type, number)
  - Horseshoe and Bocce Courts (number)
  - Sports fields (type, number, size)
  - Dog parks
  - Play structures
- Facilities
  - Covered Picnic Areas/Picnic Shelters (capacity)
  - Storage Rooms
  - Concession stands
  - Announcing booth
  - Grandstands
  - Storage rooms
  - Restrooms (number of fixtures)
- Components and Amenities
  - Free standing picnic tables (e.g. concrete, etc.)
  - Park benches (e.g. concrete, etc.)
  - Drinking fountains
  - Barbecues
  - Trash receptacles (permanent; concrete, bolted to pavement or other structure)
  - Trash dumpsters
  - Bicycle storage/bike racks
  - Bike Repair Stations
  - Park signs, major (not including general wayfinding signage throughout the park)
    - Monument signs
    - Electronic or marquee signs (including scoreboards)
  - Information kiosks, table type
  - Information kiosk, structure
  - Flagpoles
  - Bleachers
  - Art features and installations
  - Equipment/maintenance sheds
  - Gates
  - Stairs
  - Accessible ramps
  - Bollards
  - Sand water play features
  - Shade structures/gazebos
  - Play structures
- Infrastructure
  - Bridges, vehicular and pedestrian
  - Parking Lots
  - Hard surface walkways/paths

- Utilities
  - Potable water
    - At-grade utilities (water valves, meters, etc.)
    - At- or above-grade equipment (backflow preventers, DDCV's, etc.)
  - Irrigation water
    - At-grade utilities (water valves, meters, etc.)
    - At- or above-grade equipment (backflow preventers, etc.)
  - Non-potable water
    - At-grade utilities (water valves, meters, etc.)
    - At- or above-grade equipment (backflow preventers, etc.)
  - Storm drainage
    - Structure locations (manholes, catch basins, inlets, etc.)
    - Culvert structures (headwalls, etc.) and material types
  - Sewer
    - Structure locations (manholes, cleanouts, etc.)
  - Electrical
    - Structure locations (vaults, etc.)
    - Above-ground equipment (transformers, etc.)
    - Power poles and type (treated wood, steel, etc.)
    - Stand-alone lighting type (high mast, street-light mast arm, single pole, ornamental, etc.) and light type (HPS, LED, etc.).