Groveland Community Services District

BOARD MEETING AGENDA SUBMITTAL

TO: **GCSD Board of Directors**

FROM: **Peter Kampa, General Manager**

DATE: **September 16, 2020**

SUBJECT: **Agenda Item 6J. Report from the General Manager and Park Adhoc Committee Regarding the Status of the Hetch Hetchy Trail Project and Approval of the Park Amenities Request for Proposals**

RECOMMENDED ACTION:
Staff recommends the following action:
Motion to Approve the Park Amenities Request for Proposals for the purpose of advertisement to consultants

BACKGROUND:

Hetch Hetchy Trails:

District staff and Management have been working with Hetch Hetchy to execute a preliminary MOU Agreement which serves as a document of intent for each of the parties. This would allow GCSD to align funding sources and make the commitment prior to executing the land entitlement agreement. The land entitlement agreement would be a secondary MOU Agreement once all parties are ready to move forward.

GSCD is committed to applying for long-term grant funding for this project, so that part is clearer in the initial MOU Agreement. The District must secure longer term rights to the trail property meeting the terms and conditions of state grant funding programs.

Hetch Hetchy has started to involve their Real Estate Division, and the thought is that they would create an initial/pre-MOU Agreement stating the intentions of each party (CCSF/Hetch Hetchy, GCSD, and Tuolumne County).

GSCD:

- Desires to create a bike path/trail
- Would agree to assume responsibility for Hetch Hetchy Railroad Grade Right of Way including trail maintenance/development expenses
- Must secure longer term rights to the trail property meeting the terms and conditions of state grant funding programs

CCSF/Hetch Hetchy Water and Power:

- Desires to create a long-term license agreement with GCSD for use of the property
- Benefits from reduced maintenance costs (e.g. cleaning garbage/removing trees)
- Provides for community benefits including: recreation, and historical/environmental education

Tuolumne County:

- Desires to increase outdoor recreation opportunities for residents
- Would assist with easement questions and issues

Park Amenities Study and Plan:

District Management, staff, and the Park ADHOC committee held a meeting on July 16, 2020. Staff was directed to compose a request for proposals (RFP) to distribute to design firms to conduct a park amenities study and plan. The committee held another meeting on August 31, 2020 to review the draft RFP that District staff prepared. The RFP was populated to the District website, CSDA, and emailed to engineering firms that have been in contact to the District. The deadline for proposals to be received by the District is September 25, 2020 and the ADHOC committee will review the proposals on October 6, 2020. Staff will be prepared to bring the decision to the Board for direction or approval during October's regular meeting.

Should the Board desire amendments to the RFP as a result of this discussion, such amendments will be prepared, posted and distributed to all consultants on our list.

ATTACHMENTS:

1. Park Amenities Request for Proposal

FINANCIAL IMPACT:

The 2020/21 Park budget contains an allocation of $15,000 for the initial phase of this study.

Groveland Community Services District

Issued: August 31, 2020

REQUEST FOR PROPOSALS (RFP)

Park Amenities Study and Plan

Deadline for Submission of Proposals:

September 25, 2020, 4:00pm

For an electronic version of this RFP, go to:
www.gcsd.org
(Click on "Bids, RFPs & RFQs")

ACTIVITIES AND SCHEDULE

ACTIVITY	DATE
• Release of published RFP	August 31, 2020
• Deadline for RFP responses to be received by District	September 25, 2020
• Review Committee evaluates and ranks proposals	October 6, 2020
• Notice of contract award (Tentative)	October 13, 2020
• Contract executed (Tentative)	October 13, 2020

SECTION TWO: GENERAL RFP SUMMARY

The Groveland Community Services District is requesting proposals from experienced and qualified consulting firms to conduct a Park Infrastructure/Amenities study to determine priorities for improvements to existing park facilities as well as the feasibility and desired location for new park features and amenities to increase park safety and functionality, while increasing recreation and tourism opportunities.

SECTION THREE: PROGRAM BACKGROUND AND OVERVIEW

Established as mining camps in 1852, Groveland and the nearby town of Big Oak Flat were once thriving California Gold Rush towns. After the decline in gold production, the historic town of Groveland made its mark offering hospitality to weary travelers coming to and from Yosemite National Park. Located only 26 miles from the northern entrance to the Park on Highway 120, today Groveland is the most convenient gateway for tourists coming from the San Francisco Bay Area, Sacramento, Stockton, or Modesto.

Although Groveland boasts a population of approximately 3,000 full-time residents, this number more than triples during the summer months. Visitors are attracted to both the magnificent beauty of our area, as well as the many recreational opportunities offered nearby. Our quiet hilltop community has managed to retain much of its old west charm, and still boasts the oldest continuously operating saloon in California. Travelers enjoy playing golf at Pine Mountain Lake's 18-hole golf course, taking in the sun at one of the numerous recreational lakes nearby, fishing, hiking, and of course sightseeing.

The Groveland Community Services District (GCSD) was formed in 1955 to provide public services to the growing community, and to address the need for a solid water supply and wastewater treatment. GCSD provides water treatment and distribution; sewer collection, treatment, and disposal; fire protection/emergency response, and park services to the community and its visitors. The existing District park facilities include:

- Mary Laveroni (upper) Park
    - Playground structures
    - Picnic tables and BBQ
    - Lawn areas
    - Restroom

- Mary Laveroni (lower) Park
    - Lawn/event area
    - Event infrastructure including water and electrical hookups
    - Event pit BBQ
    - Concession stand
    - Stage area with storage and restrooms
    - Basketball Court
    - Skatepark

- Leon Rose Baseball Field and Dog Park
    - Baseball field partially decommissioned due to lack of revenue, volunteer assistance/commitments and sporadic use
    - Small fenced dog park

The District has experienced recent growth in residents and visitors to the area, increased usage of District park facilities, and identified community interests in new park features such as a bike park, trail system and RV campground. In addition, there are several major grant funding sources currently available for new and renovated park facilities, requiring the District to conduct an evaluation of its existing park facilities and infrastructure, as well as to establish a plan to integrate feasible future park improvements and amenities.

District management and administrative staff intends to utilize a professional consultant experienced in park and trail planning and grant funding to conduct an initial analysis of existing park amenities, available district properties and identified needs and opportunities; and to develop site (layout) plans and recommendations to the District board of directors for prioritization and community engagement.

The goal is to develop a relationship with a consulting team with the capacity to serve as an advisor to the District in a cost effective way; to plan, design, fund and implement legacy projects that support the health, economy and history of the community.

This proposal should address the consultant's experience and approach in the entire scope of the project, however understanding that the District may not be financially able to proceed with work beyond the initial analysis and feasibility/cost planning and site layout(s). The cost proposal portion of this RFP addresses the first step in the process only; development of the relationship, gaining an understanding of district objectives and interests and to prepare preliminary site layout plans, project implementation tasks and development cost estimates adequate to submit solid state grant applications within the next 6-12 months. If the relationship works, the District may directly negotiate task orders for work potentially including more detailed analysis of larger project components to refine budget cost estimates, conduct planning related to future growth impacts and needs, engineering design tasks, projects planning, permitting, grant application development, project design, bidding and construction inspection.

In 2007, the District conducted a Land Use Study which identifies District owned properties, their existing and proposed/possible future uses and related opportunities and constraints. This study was commissioned at a time in which the District anticipated growth of 1100 residential units in a relatively short period of time, but which never occurred. In the study, the District stated its desire to develop its 200+ acres of property such that its customers have a unique place that serves the needs of the residents of Groveland-Big Oak Flat and the surrounding communities. The objectives and outcomes of the 2007 study should be incorporated into this park amenities evaluation including:

- A place for people of all ages and abilities to congregate
- A place that captures the natural beauty of its environment and landscape for public enjoyment
- A place that becomes a recreation center for the needs of the entire community
- Friendly and welcoming facilities and programs that are inclusive of the whole community, both in terms of education and recreation

SECTION FOUR: SCOPE OF SERVICES

The District is seeking the assistance of a professional consultant experienced in park and trail planning and grant funding to conduct an initial analysis of existing park amenities, available district properties and identified community needs; and to develop site (layout) plans and recommendations to the District board of directors for prioritization, additional community engagement and use public outreach and in grant funding applications.

The Park Amenities Study should include but are not limited to the following:

- Preparation of site plans including support facilities and amenity details for the Phase One (1) of Class One (l) paved walking/biking path on the old Hetch Hetchy Rail Road Grade that will start at the "future" Resilience Center located near the entrance of the District property and continue through the park, ending near the Fire Department in downtown Groveland, CA. The site plan will show connections to existing/improved park facilities, trailheads, functional and interpretive signage, benches and other amenities. Trail site plans must be graphically pleasing and prepared for public presentation and understanding.
- Preliminary evaluation of location, suitability, traffic flow, efficiency, accessibility and overall design of existing park structures, facilities, amenities and landscape. Preparation of site plans including necessary support facilities and amenity details for recommended Park improvements to meet District goals. Items identified in community outreach include:
    - The concrete surface under the existing skate park is spalling and must be replaced or significantly renovated. The preliminary evaluation must consider removal or repurpose of existing Skate Park, including incorporation of design of a Pump Track/Bike Park, and or Climbing Wall.

  - Potential reconfiguration/support facilities to create a venue to host and better support private events such as weddings, reunions, birthdays etc.
  - Reconfiguration of stage to hold community events such as concerts, plays, and movies.
  - The evaluation shall provide consideration of incorporation of additional features that enhance/increase the usability, function and revenue generation potential of the park and its facilities such as safety and accessibility improvements, security, lighting, gazebos, BBQ/picnic areas, parking and infrastructure to support public movies, concerts, theater and similar events.
- Evaluation of the feasibility of a developing a Campground facility for tent and RV use on District property adjacent to the Park and proposed trail site, to include trail linkage to the RR Trail, Park and downtown Groveland.
- Evaluation of the feasibility of development of a competitive mountain biking course on adjacent District property with linkage to the Campground and trail system.
- Evaluation of the feasibility of development of a competitive Disc Golf Course on adjacent District property with linkage to the Campground and trail system.
- Preliminary design and construction estimate, as well as preparation of a project flyer(s) and amenity details for the options selected by the Board.

SECTION FIVE: MINIMUM QUALIFICATIONS

Proposer and proposer's staff, including sub-contractors, shall have experience conducting Park Master Plan studies for other local governmental jurisdictions and should have a sound and proven methodology for making improvement recommendations.

Proposer shall possess all permits, licenses, and professional credentials necessary to perform the services listed in the Scope of Services in this RFP.

Proposer shall furnish all necessary labor, equipment, supervision, transportation, supplies and incidentals to perform all work necessary.

SECTION SIX: PROPOSAL PACKAGE REQUIREMENTS

Proposals are to be straightforward, clear, concise, and responsive to the information requested. In order for proposals to be considered complete, proposers must provide all requested information.

Each proposer must submit their proposal package electronically, which may include a link to an online/cloud based file repository or website which must have all final files uploaded by the proposal submittal deadline.

PROPOSAL ELEMENTS

1. Qualifications and Experience

Provide an overview of your qualifications and experience with similar projects and comparable work. Address any subcontractors to be used and their experience related to their portion of the work, experience with state grant funding applications, design that incorporates facilities that support tourism and the local economy and any other relevant work.

2. References

Included at least three (3) references who can speak to your past performance and capability for the service requested.

3. Approach

Describe your approach to providing the Scope of Services described in the RFP in a high quality, cost-effective and comprehensive manner. Demonstrate thorough conceptual and technical understanding of the purpose and scope of the project. If planning to engage sub- contractors for any services in the Scope of Services, identify which items.

4. Staff to be Assigned

Provide a staff organizational chart and identify the roles and responsibilities to be fulfilled by each staff member or subcontractor.

5. Cost

Provide an itemized budget to conduct the Park Amenities study, including a breakdown of personnel costs as well as any other anticipated costs. For budgetary purposes, plan on District staff providing video, photographs, measurements and other site information to reduce consultant travel costs. Provide a cost for one onsite meeting and the cost of additional meetings, including travel. Also provide the cost for attending meetings virtually via MS Teams or Zoom.

SECTION SEVEN: RFP PROCESS

Sealed (or emailed) proposals must be received at the District Office, ***NO LATER THAN*** **September 25, 2020 at 4:00pm.**

Proposals are to be addressed as follows:

Park Amenities Plan (on Subject Line if by email)
Groveland Community Services District
18966 Ferretti Road, Groveland, CA 95321
Or
rpearlman@gcsd.org

Proposals timely received will be reviewed by GCSD staff and Park Committee, who will recommend a contact be awarded to the selected consultant.

SECTION EIGHT: EVALUATION CRITERIA & SCORING

The Park Committee shall be responsible for performing the evaluations of each proposal. Each member of the Committee shall rate the proposers separately. The scores of each of the Committee members shall then be averaged to provide a total score for each of the proposers. The proposals shall be evaluated on the following categories and the maximum weight possible for each category is listed below:

A.	**Completeness of Proposal**	Pass/ Fail
B.	**Qualifications and Experience**	40%
C.	**Approach/Service Delivery/Methodology**	40%
D.	**Cost**	20%

Award will be made to the qualified proposer whose proposal will be most advantageous to the District, with price and all other factors considered. The District will negotiate with the highest ranked proposer to develop the scope of work and contract for mutual satisfaction.

If the District cannot successfully negotiate a contract with the highest ranked proposer, the District will terminate negotiations and begin negotiations with the next highest ranked proposer.

Proposers are advised District reserves the following prerogatives:

• To reject any or all proposals

• To consider historic information and fact, whether gained from the proposer's proposal or any other source, in the evaluation process; and

• The proposer is cautioned that it is the proposer's sole responsibility to submit information related to the evaluation categories and the District is under no obligation to solicit such information if it is not included with the proposal. Failure of the individual or firm to submit such information may cause an adverse impact on the evaluation of the proposal.