



**The City Council recessed to continuation of the 3:00 p.m. session, and to its 7:00 P.M. Session at 5:58 p.m.**

**Consent Agenda**

Recommended Actions

**Items 3, 5 and 6 were removed from the Consent Agenda.**

760-30

3. Minutes of the February 24, 2004 Regular City Council and February 26, 2004 Special Closed Litigation Meetings.

**Motion carried** to approve as submitted.

600-10

4. Human Resources, Finance and Parks and Recreation Departments – Organizational Staffing Changes. (HR422)

**Resolution No. NS-26,510 was adopted** amending the FY 2004 budget and the classification plan to implement organizational staffing changes in the Human Resources, Finance and Parks and Recreation Departments.

600-10  
330-40

5. Implementation of FY 2004 Budget Balancing Plan (Phase IV). (FN772)

**Resolution No. NS-26,511 was adopted** modifying certain positions as allocated in the FY 2004 Budget, including staff reductions as directed by the City Council.

**Resolution No. NS-26,512 was adopted** transferring funds and amending the FY 2004 Budget in the amount of \$131,698 to reduce allocations in the FY 2004 Budget.

940-18

6. Broadway-Brommer Bicycle/Pedestrian Path Project – Consulting Engineering Request for Qualifications. (PW1026)

**Motion carried** to authorize staff to issue a Request for Qualifications (RFQ) for consulting engineering services to prepare plans, specifications and cost estimate for the Broadway-Brommer Bicycle/Pedestrian Path Project.

1010-20

7. Public Art Committee Revised Bylaws. (PK266)

**Motion carried** to approve the Public Art Committee Bylaws.



## CITY COUNCIL AGENDA REPORT

DATE: February 25, 2004

AGENDA OF: March 9, 2004

DEPARTMENT: Public Works

SUBJECT: Broadway-Brommer Bicycle/Pedestrian Path Project – Consulting Engineering Request for Qualifications

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**RECOMMENDATION:** That City Council, by motion, authorize staff to issue a Request for Qualifications (RFQ) for consulting engineering services to prepare plans, specifications and cost estimate for the Broadway-Brommer Bicycle/Pedestrian Path Project.

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**BACKGROUND:** At its May 13, 2003 meeting, City Council adopted resolution No. NS-26,203 certifying the EIR for the Broadway-Brommer Bicycle/Pedestrian Path Project and approved a motion to select alternative D2 in the EIR as the preferred alternative and to direct staff of the Parks and Recreation Department, Planning Department, Redevelopment Department, and Public Works Department to initiate the steps necessary to implement the preferred project.

**DISCUSSION:** Staff has prepared a Request for Qualifications (RFQ) for consulting engineering services to prepare plans specifications and cost estimate for constructing the bicycle pedestrian pathway. This work requires interdisciplinary consultation consisting of civil and structural engineers, surveyors and landscape architects. The planning and design of the path will be coordinated with the Arana Gulch Park Master Plan process. A botanist with Santa Cruz tar plant expertise will also be separately contracted with to provide guidance regarding the pathway design and preparation of the Park Master Plan. Preparation of preliminary plans is necessary to proceed further with regulatory agency coordination. Final plans will enable the application for regulatory permits required for the project.

After selection of the consulting team and negotiation for a contract is complete, staff will return to Council for authorization to contract for the design services.

**FISCAL IMPACT:** The consulting design services for the Broadway-Brommer Bicycle/Pedestrian Path Project is estimated to cost \$150,000. The project is funded by a combination of State, Federal, Monterey Bay Unified Air Pollution Control District and local funds, and is included in the FY 2004 Capital Improvement Program.

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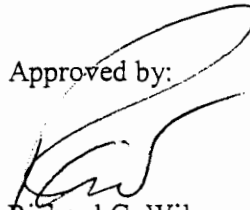
Report prepared by Tom Sharp, Engineering Associate.

Submitted by:



Mark R. Dettle  
Director of Public Works

Approved by:



Richard C. Wilson  
City Manager

M:/PW1026RPT

Attachments:

~Request for Qualifications.



Beyond the Hagemann Gulch crossing, the pathway alignment crosses an open meadow, with coastal terrace prairie habitat and several Santa Cruz tarplant (*Holocarpha macradenia*) populations. The Santa Cruz tarplant is listed as a State endangered and Federal threatened species and the Arana Gulch Park property has been designated as critical habitat for the tarplant. The City of Santa Cruz will be contracting with a botanist, under a separate agreement from this design contract, to provide recommendations with respect to design of the pedestrian/bike pathway and how it affects the tarplant. The contracted design team will coordinate with the botanist and City staff to achieve this goal.

The proposed alignment continues easterly and down slope to Arana Gulch, where a brackish lagoon is impounded by the upper yacht harbor. The conceptual plan proposes to cross Arana Gulch with a 130-foot long prefabricated bridge system. The pathway would then connect with the Upper Harbor Access Road approximately 650-feet west of the Brommer/Seventh Avenue intersection.

An alternate route for crossing Arana Gulch has been identified by staff. This route crosses the creek behind the culvert and adjacent to the Upper Yacht Harbor storage yard. The consultant shall evaluate the feasibility of this alternative, believed to be less costly and whether it can be designed to meet ADA standards.

Along the pathway route, opportunities for locating interpretive displays shall be identified, however the design of those displays will not be part of this contract. The design team will coordinate with City staff regarding interpretive opportunities.

#### Description of Required Services

The City of Santa Cruz requires professional services from a multi-disciplinary team with civil engineering, structural engineering, landscape architecture and other professions as necessary to prepare plans, specifications and estimates for the Broadway-Brommer bicycle/pedestrian pathway. Under separate contract, the City will be retaining the services of a botanist and environmental consultant for preparation of the CEQA document for the Arana Gulch Park Master Plan. The City Parks and Recreation staff will be preparing the Arana Gulch Park Master Plan.

The project will require civil and structural engineers experienced with public works facilities located in environmentally sensitive areas. The civil/structural engineer shall consider the most efficient and economical alternatives of bridge systems which will blend best into the visual environment and minimize impacts to sensitive resources. The civil/structural engineer will acquire survey data in the most efficient manner in order to prepare maps for design purposes. The civil/structural engineer will be experienced with state/federal transportation grant funding, PS&E requirements and with grant compliance documentation for which it will assist the City with.

Landscape architecture services are also required to refine the pathway alignment, width, materials for surfacing, and interpretive opportunity locations. The landscape architect will plan the location of the pathway and bridges so that it blends with the natural area the in the best possible manner. The landscape architect will prepare construction drawings for non-irrigated habitat restoration of the riparian woodland disturbed by the construction in coordination with the City contracted botanist and City staff. The restoration of the meadow area disturbed by construction and other habitat enhancement work to the meadow areas will be performed under a different contract.

The consultant team shall prepare a large-scale conceptual plans and exhibits suitable for use in presentation at public meetings. The consultant team shall coordinate with the City contracted botanist and City staff regarding the alignment, surfacing, width and interpretive opportunities.

Desired Consultant Qualifications

The City of Santa Cruz is seeking a consultant team with the following qualifications:

- Experience with federally funded transportation grant projects.
- Experience with Caltrans PS&E requirements and grant compliance procedures.
- Experience with design of public works facilities in environmentally sensitive areas.
- Experience with designing bridges over sensitive waterways.
- Experience with maintaining project schedules and managing contract budgets in an efficient manner.
- Experience with addressing local concerns for projects with a high level of public interest.

Interested design teams are invited to submit Statement of Qualifications (SOQ) for said work. Six (6) copies of the Statement of Qualifications for this project shall be delivered by 4:00 p.m. on March 26, 2004 to:

Attention: Tom Sharp, Engineering Associate  
City of Santa Cruz Public Works Department,  
809 Center Street, Room 201,  
Santa Cruz, CA 95060

Statements of Qualifications (including resumes) shall be no more than 25 pages in length and printed on double-sided recycled paper (i.e. 13 sheets maximum) and covered with a recyclable material binding. No plastic inserts shall be used.

If you have any questions about this RFQ or need additional information, please contact Tom Sharp, Department of Public Works, Engineering Associate at (831) 420-5423 or [tsharp@ci.santa-cruz.ca.us](mailto:tsharp@ci.santa-cruz.ca.us).

Sincerely

Tom Sharp  
Engineering Associate

## STATEMENT OF QUALIFICATIONS INFORMATION SHEET

### Selection Process

The Selection Committee will review all Statement of Qualifications. Based on the evaluation of the Statement of Qualifications received, a short list of the most qualified consultant teams will be developed. The Selection Committee will interview approximately two to four short listed teams. The final rankings of teams will be based on the interviews. Negotiation for a proposal will then proceed with the top ranked team.

### Evaluation Process

Evaluation factors used to select the consultant team shall include, but not be limited to the following: The team's reputation for professional integrity and competence, the team's previous experience with similar projects, the ability of the team to provide the required services, the team's understanding of the project and the project schedule, the qualifications and experience and availability of the actual project team, and demonstrated Disadvantaged Business Enterprise (DBE) intent (DBE Goal 12%).

### Scoping Meeting

Prior to negotiations, the City will provide the top-ranked consultant team with a draft contract/scope of work. A scoping meeting will be held to discuss the specific details of the work. After the scoping meeting, the consultant team will be asked to provide a cost proposal to perform the work described in a draft contract/scope of work and discussed at the scoping meeting.

### Negotiation

A cost proposal shall then be submitted by the top-ranked consultant team. If an agreement on cost is not reached with the top-ranked firm, then the City will negotiate with the next highest ranked firm. If necessary, this process will continue with the next highest ranked candidate until either an agreement is reached or the City decides to re-advertise the RFQ.

### Schedule

The City anticipates the following tentative schedule:

SOQ Submittal Deadline	March 26, 2004
Begin Interviews	April 6, 2004
Begin Contract Negotiations	April 19, 2004
Award Contract	May 11, 2004

## STATEMENT OF QUALIFICATIONS (SOQ) - CONTENT

The Statement of Qualifications should include the following:

### 1. Transmittal Letter

A short letter summarizing the firm's Statement of Qualification submittal.

### 2. Description of the Consultant Team

Submit a short description of each firm comprising the consultant team.

### 3. Relevant Project Experience

A short summary of relevant the consultant teams previous experience with designing public works facilities in environmentally sensitive areas which were funded by state and federal transportation grants.

### 4. Client References

Include a list of recent references, including contact persons and current telephone numbers for work of similar character that the consultant has successfully performed. One of these references should be a public agency.

### 5. Project Team

The actual team members proposed for this particular project including sub-consultants. The proposed engineers and architects of record shall be registered in the State of California.

### 6. Organization Chart

Include an organizational chart including prime consultant and sub-consultants indicating the lines of responsibility of each member of the project team and clearly indicating the team member responsible for interface with the City.

### 7. Staff Resumes

Submit personal resumes that detail the relevant experience and qualifications of all the project team members.

### 8. DBE Utilization

A list of the state certified DBE consultants intended to be utilized on this project.

Note: DBE Goal 12%.

### 9. Contact Person

Project Contact person, with telephone number, for scheduling follow-up interviews.

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