



County of Santa Cruz ⁰²⁹¹

PARKS, OPEN SPACE & CULTURAL SERVICES

979 17 th AVENUE, SANTA CRUZ, CA 95062

(831) 454-7900 FAX: (831) 454-7940 TDD: (831) 454-7978

BARRY C. SAMUEL, DIRECTOR

January 31, 2001

AGENDA: February 13, 2001

BOARD OF SUPERVISORS

Counties of Santa Cruz
701 Ocean Street
Santa Cruz, CA 95060

SUBJECT: PINTO LAKE PARK MASTER PLAN REVISION

Dear Members of the Board:

At the 2000-2001 budget hearings (June 27, 2000), your Board approved the Department of Parks, Open Space & Cultural Services budget which included funding in the amount of \$70,000.00 for the updating and revision of the Master Plan for Pinto Lake County Park.

The Parks Department solicited Request For Qualifications (RFQ's) from ten landscape architectural firms, of which three firms responded to the request. They are as follows: Bellenger Foster Steinmetz Landscape Architecture, Joni L. Janecki & Associates Inc. and SSA Landscape Architects Inc. All RFQ responses are on file with the Clerk of the Board. After evaluation of the RFQ responses, it was determined that all three respondents were qualified to perform the work. The Parks Department ranked SSA Landscape Architects Inc. as the most qualified firm due to their experience with park master plans. In addition, this firm is currently doing master planning work at the Marmos Trailer Camp on Pinto Lake and would therefore be most familiar with local concerns and issues.

Parks Department staff have negotiated a contract with SSA Landscape Architects Inc. for the landscape architectural master planning services in the amount of \$31,811.00 which falls within the anticipated budget for the project. Funding is available for the services in account 191138-6610.

Teamed with Parks staff, SSA Landscape Architects Inc. will be handling the master planning graphics and documents portion of the work as well as facilitating the public input meetings. The process will involve three Parks Commission public input meetings (held in Watsonville) and ultimately a hearing in front of your Board for the adoption of the Final Revised Master Plan.

The Mission of the Santa Cruz County Department of Parks, Open Space and Cultural Services is to provide safe, well designed and maintained parks and a wide variety of recreational and cultural opportunities for our diverse community

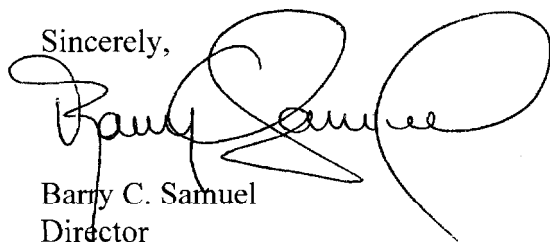
BOARD OF SUPERVISORS
PINTO LAKE PARK MASTER PLAN REVISION
Page 2

AGENDA: February 13, 2001

It is therefore RECOMMENDED that your Board take the following actions:

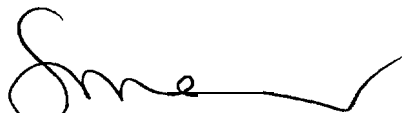
1. Approve a contract with SSA Landscape Architects Inc. in the amount of \$31,811.00 for landscape architectural master planning services to complete the Pinto Lake Park Master Plan Revision project; and
2. Authorize the Director of the Department of Parks, Open Space & Cultural Services to sign the agreement.

Sincerely,



Barry C. Samuel
Director
BCS:mps

RECOMMENDED:



SUSAN A. MAURIELLO
County Administrative Officer

Attachments: Independent Contractor Agreement and Associated Documents, ADM 29

cc: CAO, Auditor-Controller, Office of the County Counsel, Parks, Consultant

INDEPENDENT CONTRACTOR AGREEMENT

THIS CONTRACT is entered into this _____ day of _____, 19____, by and between the COUNTY OF SANTA CRUZ, hereinafter called COUNTY, and , SSA LANDSCAPE ARCHITECTS INC. hereinafter called CONSULTANT. The parties agree as follows:

1. **DUTIES.** CONSULTANT agrees to exercise special skill to accomplish the following:

Produce maps/drawings and documents, conduct public meetings and facilitate the Pinto Lake County Park Master Plan Revision process to Board approval as described in RFQ released September 29, 2000 (attached as EXHIBIT "A") and as proposed in consultants proposal dated January 22, 2001 (attached as EXHIBIT "B").

2. **COMPENSATION.** In consideration for CONSULTANT accomplishing said result, COUNTY agrees to pay CONSULTANT as follows: An amount not-to-exceed: **\$31,811.00**. All request for payment shall be submitted to the County of Santa Cruz Department of Parks, Open Space, and Cultural Service, 979 Seventeenth Avenue, Santa Cruz, California 95062 and must be accompanied by a detailed invoice in conjunction with the Department's Application for Payment Form. Such requests for payments may be submitted on a minimum interval of thirty (30) calendar days for work completed.

3. **TERM.** The term of this contract shall be until **November 1, 2001 or until work is completed.**

This Agreement may be extended upon mutual agreement by both parties.

4. **EARLY TERMINATION.** Either party hereto may terminate this contract at anytime by giving 30 days written notice to the other party.

5. **USE OF DOCUMENTS.** Plans and documents prepared under this Agreement and provided to the COUNTY shall become the property of COUNTY. CONSULTANT may use such plans and documents for the purpose of illustrating the nature or scope of project involvement. COUNTY understands that such plans and documents are to be used for this project only and that any future use would be at the sole risk of the COUNTY.

6. **CONSULTANT'S COST ESTIMATE.** The CONSULTANT shall provide COUNTY a construction cost estimate which reflects the most current industry costs at the time the design is complete and accepted by the COUNTY and/or if applicable, at the time the project is bid out by the COUNTY, provided that the CONSULTANT is still under contract with the COUNTY at the time of bidding.

7. **ADDITIONAL SERVICES.** If authorized by COUNTY, CONSULTANT will provide additional services (those provided beyond the basic services as described herein) which shall be paid by a negotiated fee for such services.

8. **INDEMNIFICATION FOR DAMAGES, TAXES AND CONTRIBUTIONS.** CONSULTANT shall exonerate, indemnify, defend, and hold harmless COUNTY (which for the purpose of paragraphs 8 and 9 shall include, without limitation, its officers, agents, employees and volunteers)

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A. Any and all claims, demands, losses, damages, defense costs, or liability of any kind or nature which COUNTY may sustain or incur or which may be imposed upon it for injury to or death of persons, or damage to property as a result of, arising out of, or in any manner connected with the CONSULTANT'S performance under the terms of this Agreement, excepting any liability arising out of the sole negligence of the COUNTY. Such indemnification includes any damage to the person(s), or property(ies) of CONSULTANT and third persons.

B. Any and all Federal, State and Local taxes, charges, fees, or contributions required to be paid with respect to CONSULTANT and CONSULTANT'S officers, employees and agents engaged in the performance of this Agreement (including, without limitation, unemployment insurance, social security and payroll tax withholding).

9. **INSURANCE.** CONSULTANT, at its sole cost and expense, for the full term of this Agreement (and any extensions thereof), shall obtain and maintain at minimum compliance with all of the following insurance coverage(s) and requirements. Such insurance coverage shall be primary coverage as respects COUNTY and any insurance or self-insurance maintained by COUNTY shall be excess of CONSULTANT'S insurance coverage and shall not contribute to it.

If CONSULTANT utilizes one or more sub-consultants in the performance of this Agreement, CONSULTANT shall obtain and maintain Independent CONSULTANT's Insurance as to each sub-consultant or otherwise provide evidence of insurance coverage for each sub-consultant equivalent to that required of CONSULTANT in this Agreement, unless CONSULTANT and COUNTY both initial here _____ / _____.

A. Types of Insurance and Minimum Limits

(1) Worker's Compensation in the minimum statutorily required coverage amounts. This insurance coverage shall not be required if the CONSULTANT has no employees and certifies to this fact by initialing here _____

(2) Automobile Liability Insurance for each of CONSULTANT'S vehicles used in the performance of this Agreement, including owned, non-owned (e.g. owned by CONSULTANT'S employees), leased or hired vehicles, in the minimum amount of \$500,000 combined single limit per occurrence for bodily injury and property damage. This insurance coverage shall not be required if vehicle use by CONSULTANT is not a material part of performance of this Agreement and CONSULTANT and COUNTY both certify to this fact by initialing here _____ / _____.

(3) Comprehensive or Commercial General Liability Insurance coverage in the minimum amount of \$1,000,000 combined single limit, including coverage for: (a) bodily injury, (b) personal injury, c) broad form property damage, (d) contractual liability, and (e) cross-liability.

(4) Professional Liability Insurance in the minimum amount of \$1,000,000 combined single limit, if, and only if, this Subparagraph is initialed by CONSULTANT and COUNTY

SS, M

B. Other Insurance Provisions

(1) If any insurance coverage required in this Agreement is provided on a "Claims Made" rather than "Occurrence" form, CONSULTANT agrees to maintain the required coverage for a period of three (3) years after the expiration of this Agreement (hereinafter "post agreement coverage") and any extensions thereof. CONSULTANT may maintain the required post

agreement coverage by renewal or purchase of prior acts or tail coverage. This provision is contingent ⁰²⁹⁵ upon post agreement coverage being both available and reasonably affordable in relation to the coverage provided during the term of this Agreement. For purposes of interpreting this requirement, a cost not exceeding 100% of the last annual policy premium during the term of this Agreement in order to purchase prior acts or tail coverage for post agreement coverage shall be deemed to be reasonable.

(2) All required Automobile and Comprehensive or Commercial General Liability Insurance shall be endorsed to contain the following clause:

“The County of Santa Cruz, its officials, employees, agents and volunteers are added as an additional insurance as respects the operations and activities of, or on behalf of, the named insured performed under Agreement with the County of Santa Cruz.”

(3) All required insurance policies shall be endorsed to contain the following clause:
“This insurance shall not be canceled until after thirty (30) days prior written notice has been given to:

Department of Parks, Open Space and Cultural Services
Attn: Michael Scheele, Park Planner
979 Seventeenth Avenue
Santa Cruz, CA 95062

(4) CONSULTANT agrees to provide its insurance broker(s) with a full copy of these insurance provisions and provide COUNTY on or before the effective date of this Agreement with Certificates of Insurance for all required coverages. All Certificates of Insurance shall be delivered or sent to:

Department of Parks, Open Space and Cultural Services
Attn: Michael Scheele, Park Planner
979 Seventeenth Avenue
Santa Cruz, CA 95062

10. **EQUAL EMPLOYMENT OPPORTUNITY.** During and in relation to the performance of this Agreement, CONSULTANT agrees as follows:

A. The CONSULTANT shall not discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, ancestry, disability, medical condition (cancer related and genetic characteristics), marital status, sex, sexual orientation, age (over 18), veteran status, gender, pregnancy, or any other non-merit factor unrelated to job duties. Such action shall include, but not be limited to, the following: recruitment; advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training (including apprenticeship), employment, upgrading, demotion, or transfer. The CONSULTANT agrees to post in conspicuous places, available to employees and applicants for employment, notice setting forth the provisions of this non-discrimination clause.

B. If this Agreement provides compensation in excess of \$50,000 to CONSULTANT and if CONSULTANT employs fifteen (15) or more employees, the following requirements shall apply:

(1) The CONSULTANT shall, in all solicitations or advertisements for employees placed by or on behalf of the CONSULTANT, state that all qualified applicants will receive consideration for employment without regard to race, color, creed, religion, national origin, ancestry, disability, medical condition (cancer related and genetic characteristics), marital status, sex, sexual

orientation, age (over 18), veteran status, gender, pregnancy, or any other non-merit factor unrelated to 0296 job duties. In addition, the CONSULTANT Shall make a good faith effort to consider Minority/Women/Disabled Owned Business Enterprises in CONSULTANT'S solicitation of goods and services. Definitions for Minority/Women/Disabled Business Enterprises are available from the COUNTY General Services Purchasing Division.

(2) The CONSULTANT shall furnish COUNTY Equal Employment Opportunity Office information and reports in the prescribed reporting format (PER 4012) identifying the sex, race, physical or mental disability, and job classification of its employees and the names, dates and methods of advertisement and direct solicitation efforts made to subcontract with Minority/Women/Disabled Business Enterprises.

(3) In the event of the CONSULTANT'S non-compliance with the non-discrimination clauses of this Agreement or with any of the said rules, regulations, or orders said CONSULTANT may be declared ineligible for further agreements with the COUNTY.

(4) The CONSULTANT shall cause the foregoing provisions of this Subparagraph 10B. To be inserted in all subcontracts for any work covered under this Agreement by a sub-consultant compensated more than \$50,000 and employing more than fifteen (15) employees, provided that the foregoing provisions shall not apply to contracts or subcontracts for standard commercial supplies or raw materials.

11. **INDEPENDENT CONTRACTOR STATUS.** CONSULTANT and COUNTY have reviewed and considered the principal test and secondary factors below and agree that CONSULTANT is an independent contractor and not an employee of COUNTY. CONSULTANT is responsible for all insurance (workers compensation, unemployment, etc.) and all payroll related taxes. CONSULTANT is not entitled to any employee benefits. COUNTY agrees that CONSULTANT shall have the right to control the manner and means of accomplishing the result contracted for herein.

PRINCIPAL TEST: The CONSULTANT rather than COUNTY has the right to control the manner and means of accomplishing the result contracted for.

SECONDARY FACTORS: (a) The extent of control which, by agreement, COUNTY may exercise over the details of the work is slight rather than substantial; (b)CONSULTANT is engaged in a distinct occupation or business; (c)In the locality, the work to be done by CONSULTANT is usually substantial rather than slight; (e) The CONSULTANT rather than the COUNTY supplies the instrumentalities, tools and work place; (f) The length of time for which CONSULTANT is engaged is of limited duration rather than indefinite; (g) The method of payment of CONSULTANT is by the job rather than by the time; (h) The work is part of a special or permissive activity, program, or project, rather than part of the regular business of COUNTY; (i) CONSULTANT and COUNTY believe they are creating an independent contractor relationship rather than an employer-employee relationship; and (j) The COUNTY conducts public business.

It is recognized that it is not necessary that all secondary factors support creation of an independent contractor relationship, but rather that overall there are significant secondary factors which indicate that CONSULTANT is an independent contractor.

By their signatures to this Agreement, each of the undersigned certifies that it is his or her considered judgement that the CONSULTANT engaged under this Agreement is in fact an independent contractor.

12. **NON-ASSIGNMENT.** CONSULTANT shall not assign this Agreement without the prior written consent of the COUNTY.

13. **RETENTION AND AUDIT OF RECORDS.** CONSULTANT shall retain records pertinent to this Agreement for a period of not less than five (5) years after final payment under this Agreement or until a final audit report is accepted by the COUNTY, whichever occurs first. CONSULTANT hereby agrees to be subject to the examination and audit by the Santa Cruz County Auditor-Controller, the Auditor General of the State of California, or the designee of either for a period of five (5) years after final payment under this Agreement.

14. **PRESENTATION OF CLAIMS.** Presentation and processing of any or all claims arising out of or related to this Agreement shall be made in accordance with the provisions contained in Chapter 1.05 of the Santa Cruz County Code, which by this reference is incorporated herein.

15. **ATTACHMENTS.** This Agreement includes the following attachments:

EXHIBIT "A": RFQ RELEASED SEPTEMBER 29, 2001


EXHIBIT "B": PROPOSAL DATED JANUARY 22, 2001

IN WITNESS WHEREOF, the parties hereto have set their hands the day and year first above written.

COUNTY OF SANTA CRUZ

CONSULTANT:

By: _____

By:  _____

APPROVED AS TO INSURANCE:

Address: 303 Potrero Street, Suite 40-C
City/State: Santa Cruz Ca. 95060-2756
Telephone: 831-459-0455
Fax: 831-459-0484

By: Janet McKinley 1-31-2001

APPROVED AS TO FORM:

By: Marie Costa 1-31-01
Office of the County Counsel

DISTRIBUTION: County Administrative Office, Auditor-Controller, County Counsel, Risk Management, POSCS, Consultant

(Pinto Lake Master Plan Revision)

ACORD CERTIFICATE OF LIABILITY INSURANCE

POLICY ID AS: SSALA-1
DATE (MM/DD/YY): 10/13/00

PRODUCER
Tenuto & Assoc. Ins. Services
License # CC69186
1910 Fifth Avenue, Suite 201
San Diego CA 92101
Phone: 619-531-1222 Fax: 619-531-1228

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURERS AFFORDING COVERAGE 0298

INSURED
SSA Landscape Architects, Inc.
303 Potrero Street, Suite 40-C
Santa Cruz CA 95060-2756

INSURER A: Travelers Indemnity Co.
INSURER B: Gulf Insurance Company
INSURER C:
INSURER D:
INSURER E:

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN. THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

OR DEFENSE COSTS

SR	TYPE OF INSURANCE	POLICY NUMBER	POLICY PERIOD		LIMITS	
			EFFECTIVE DATE (MM/DD/YY)	EXPIRATION DATE (MM/DD/YY)		
A	GENERAL LIABILITY	680843D3027	01/31/00	01/31/01	EACH OCCURRENCE	\$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY				FIRE DAMAGE (Any one fire)	\$ 300,000
	<input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR				MED EXP (Any one person)	\$ 5,000
GEN'L AGGREGATE LIMIT APPLIES PER:					PERSONAL & AOV INJURY	\$ 1,000,000
<input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC					GENERAL AGGREGATE	\$ 2,000,000
A	AUTOMOBILE LIABILITY	680843D3027	01/31/00	01/31/01	COMSINEO SINGLE LIMIT (Ea accident)	\$ 1,000,000
	<input type="checkbox"/> ANY AUTO				BODILY INJURY (Per person)	\$
	<input type="checkbox"/> ALL OWNED AUTOS				BODILY INJURY (Per accident)	\$
	<input checked="" type="checkbox"/> HIRED AUTOS				PROPERTY DAMAGE (Per accident)	\$
<input checked="" type="checkbox"/> NON-OWNED AUTOS					AUTO ONLY - EA ACCIDENT	\$
	GARAGE LIABILITY				OTHER THAN AUTO ONLY: EAACC	\$
	<input type="checkbox"/> ANY AUTO				AGG	\$
	EXCESS LIABILITY				EACH OCCURRENCE	\$
	<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE				AGGREGATE	\$
	<input type="checkbox"/> DEDUCTIBLE					\$
	<input type="checkbox"/> RETENTION \$					\$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	UB911Y4548	05/01/00	05/01/01	<input checked="" type="checkbox"/> WC STATUTORY LIMITS	OTHER
	EL EACH ACCIDENT				\$ 1,000,000	
	E.L. DISEASE - EA EMPLOYEE				\$ 1,000,000	
					E.L. DISEASE - POLICY LIMIT	\$ 1,000,000
B	OTHER	GAS0482315	04/13/00	04/13/01	Per Claim	\$ 1,000,000
	Professional Liab. Deductible \$10,000				Ann Agg	\$ 3,000,000
RETRO-DATE - 09/01/89						

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS
Verification of insurance.

PL AGG LMT IS THE TOTAL INS AVAIL FOR ALL COVERED CLMS REPORTED W/IN TERM.

CERTIFICATE HOLDER: N ADDITIONAL INSURED; INSURER LETTER: CANCELLATION

COUNTY S
44 Santa Cruz County Dept. of Parks,
Open Space & Cultural Services
979 Seventeenth Avenue
Santa Cruz, CA 95062

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.
Shirley A. Palmer
Tenuto & Associates

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

0299

BLANKET ADDITIONAL INSURED-OWNERS, LESSEES OR CONTRACTORS

THIS ENDORSEMENT MODIFIES INSURANCE PROVIDED UNDER THE FOLLOWING:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

PROVISIONS:

1. WHO IS AN INSURED (SECTION II) is amended to include as an insured any person or organization (called hereafter "additional insured") whom you have agreed in a written contract, executed prior to loss, to name as additional insured, but only with respect to liability arising out of "your work" or your ongoing operations for that additional insured performed by you or for you.
 - in a written contract for this insurance to apply on a primary or contributory basis.
2. With respect to the insurance afforded to Additional Insureds the following conditions apply:
 - a. Limits of Insurance – The following limits of liability apply:
 1. The limits which you agree to provide; or
 2. The limits shown on the declarations, whichever is less.
 - b. This insurance is excess over any valid and collectible Insurance unless you have agreed
3. This insurance does not apply:
 - a. on any basis to any person or organization for whom you have purchased an Owners and Contractors Protective policy.
 - b. to "bodily injury," "property damage," "personal injury," or "advertising injury" arising out of the rendering of or the failure to render any professional services by or for you, including:
 1. The preparing, approving or failing to prepare or approve maps drawings, opinions, reports, surveys, change orders, designs or specifications; and
 2. Supervisory, inspection or engineering services.

EXHIBIT "A"**CONDUCT MASTER PLAN PROCESS FOR PINTO LAKE COUNTY PARK****PROJECT LOCATION AND INFORMATION:**

The County of Santa Cruz Pinto Lake Park is located at 757 Green Valley Road, Watsonville CA., 95076.

PROFESSIONAL SERVICES:

The scope of work for the Master Plan Process for the County of Santa Cruz Pinto Lake Park Property is to involve the following three main phases:

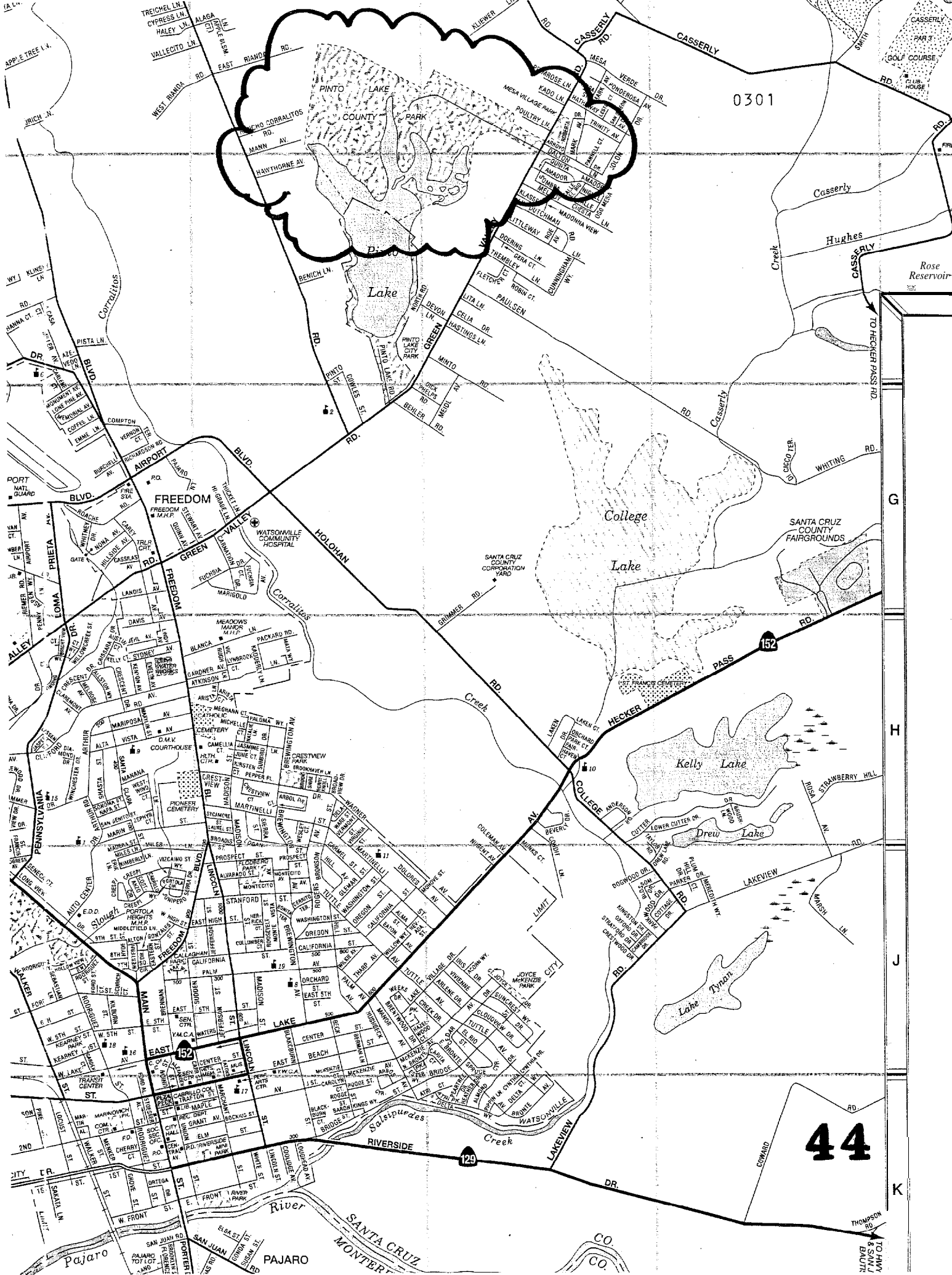
- 1.) Data Collection and Site Analysis
- 2.) Master Plan Development and Public Input
- 3.) Master Plan

Proceeding through these phases will involve facilitated community workshops, meetings with and/or presentations to the County Parks and Recreation Commission, the County Planning Commission, the County Board of Supervisors as well as periodic meetings with parks department Staff. Proposed durations for each phase are as follows:

- 1.) Data Collection and Site Analysis - November/December 2000
- 2.) Master Plan Development and Public Input - January/February/March 2001
- 3.) Master Plan - April/May 2001

GENERAL INFORMATION:

Included with this Request for Qualifications is a general site location map. Questions concerning this Request for Qualifications should be directed to Michael Scheele, Park Planner for the County of Santa Cruz Department of Parks, Open Space and Cultural Services. Phone: (83 1) 454-7932.



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PAJARO RIVER
SANTA CRUZ COUNTY
MONTEREY COUNTY
WATSONVILLE
LAKEVIEW
RIVERSIDE
CASSERLY RD
HECKER RD
COLLEGE AVE
LAKEVIEW DR
COWARD RD
THOMPSON RD
TO SAN JUAN BAUTISTA

EXHIBIT "B"

Pinto Lake County Park Scope of Work for Master Planning



The goal of this Project is for SSX Landscape Architects, Inc. (herein after referred to as SSA) to collect public input for use in the development of a program and ultimately a revised master plan for Pinto Lake County Park for Santa Cruz County Parks Open Spaces and Cultural Services (hereinafter referred to as the COUNTY) to be adopted by the Parks and Recreation Commission and the Board of Supervisors. The Project is broken down into four tasks as described below. SSA will use COUNTY design standards as applicable and edited as necessary to reflect this project.

0302

A. SCOPE OF WORK

Task One: Pre-Design

- a. SSA will attend one kick-off meeting with COUNTY staff to discuss schedule, Project goals, and any other Project issues that may be identified by the COUNTY or SSA.
- b. Prepare Gantt Chart schedule for the Project through final adoption of master plan.
- c. Prepare minutes from the above meeting and deliver to COUNTY staff.
- d. Collect existing topographic and boundary survey and coordinate with the COUNTY to determine the best information to be used in the preparation of a revised master plan. Prepare base sheets for use in site analysis, conceptual design, and the revised master plan.
- e. Visit site for visual analysis, identify views, buildable and unbuildable spaces, drainage patterns, solar access, and aesthetic opportunities and constraints. Prepare graphic site analysis of the same information.
- f. Prepare opportunities and constraints map based on information gathered during meetings and analysis.
- g. Meet with COUNTY staff to review analysis information and documents, and discuss any additional information that should be included for use during the public meetings.
- h. Prepare minutes from the above meeting and deliver to COUNTY staff.
- i. Prepare final color graphic analysis drawing for use in public presentation meetings.
- j. Products & Deliverables
 1. Base Sheet for Concept and Master Planning
 2. Graphic Site Analysis
 3. Opportunities and Constraints Map
 4. Meeting Minutes



Task Two: Programming

- a. Conduct first public outreach meeting at a location near Pinto Lake County Park. COUNTY staff will determine the location, time, and means for notifying the public, likely to garner optimal community input and feedback. As well as providing translation service for all public meetings. SSA will facilitate the meeting in collaboration with COUNTY staff. SSA will present the analysis and existing conditions information, and describe opportunities and constraints. This will be followed by an open forum where depending on the size of the group, may or may not be broken down into smaller groups for discussions and exploration of ideas for the future of the Park. At the conclusion of the session, a summary discussion and consensus exercise will be held to consolidate and combine all comments input for the development of a program to be used in the development of conceptual design and the master plan.
- b. Prepare minutes from the above meeting and deliver to COUNTY staff.
- c. Meet with COUNTY staff to synthesize information gathered at community outreach meeting. Workings with COUNTY staff formulate, a draft written program with goal statement.
- d. Prepare minutes from the above meeting and deliver to COUNTY staff.
- e. Update Gantt Chart schedule based on outcome of the above meetings.
- f. SSA will prepare a final draft written goal statement and program for review by COUNTY staff, and ultimately to be incorporated into the Revised Pinto Lake County Park master plan.
- g. Meet with and review final draft goal statement and program with COUNTY staff, and collect input to be used in the final goal statement and program.
- h. Prepare minutes from the above meeting and deliver to COUNTY staff.
- i. Prepare final goal statement and program in Microsoft Word suitable for presentation at community outreach and commission meetings and incorporation into final master plan document. Deliver goal statement and program to COUNTY staff for final approval.
- j. Products and Deliverables
 1. Meeting Minutes
 2. Goal and Program Statement

Task Three: Conceptual Design

- a. Based on the final goal statement and program, prepare two conceptual plan alternatives for the Park. Each alternative would include roads, parking, buildings, and all programmed uses.
- b. Prepare preliminary cost estimates for each of the plan alternatives, based on current market condition unit prices.
- c. Present conceptual plan alternatives and cost estimates to COUNTY staff and discuss differences, benefits, and constraints of each in relation to the program and goal statement. Collect input for incorporation in conceptual plans to be presented at the next community outreach meeting.
- d. Prepare minutes from the above meeting and deliver to COUNTY staff.
- e. Attend and co-facilitate with COUNTY staff second community outreach meeting to be held during a regular Parks and Recreation Commission meeting near the Park. The COUNTY will be responsible for notifying and advertising of meeting. At the meeting, both concepts will be presented by SSX followed by a question and answer session; first with the Parks and Recreation Commissioners, and second to the public attendees. During this meeting, SSA will work with COUNTY staff to collect input and feedback, and ultimately garner consensus for a preferred alternative from both the public and the Commission.
- f. Prepare minutes from the above meeting and deliver to COUNTY staff.
- g. Products and Deliverables
 1. Two Conceptual Plan Alternatives
 2. Cost Estimate for Each Alternative
 3. Meeting Minutes

Task Four: Master Planning

- a. Based on the consensus for a preferred alternative from the second public outreach meeting, and directives from COUNTY staff, prepare a preliminary master plan. The preliminary master plan will be prepared in digital format for publication in large or small format. The preliminary master plan will be a bound document including background, goal statement, program, cost estimates, and colored plan view graphics.
- b. Meet with COUNTY staff up to three times during the preparation of the preliminary master plan to review refinements, and content of the documents. Prepare and distribute minutes from each meeting.
- c. Update cost estimate based on the preliminary master plan.
- d. Update Gantt Chart schedule.
- e. Present preliminary plan at the third community outreach meeting. During this presentation SSA will open with a description of the process that has been used to develop the plan from pre-design to the master-planning phase followed by a description of the plan and all program elements. After the presentation, comments and feedback

will be collected with the goal of garnering final direction to be used in the development of the draft master plan.

- f. Prepare minutes from the above meeting and deliver to COUNTY staff.
- g. Prepare draft master plan for Pinto Lake County Park based on the input and feedback collected during the third community outreach meeting and final direction from COUNTY staff. The draft master plan document will be prepared in digital format for publication in book format as well as large presentation format similar to that described.
- h. Update cost estimate based on the draft master plan refinements.
- i. Meet with COUNTY staff to review the draft master plan and coordinate the presentation to the Board for final adoption.
- j. Present draft master plan to the County Board of Supervisors for final adoption.
- k. Upon Board approval, incorporate any final modifications required by the Board into the adopted final master plan.
- l. Products and Deliverables
 1. Preliminary Master Plan
 2. Draft Master Plan
 3. Final Master Plan

Additional Services

There are services that may be required by the County Planning Department that are not included in the above scope of work. These services could include irrigation calculations and plans, arborist, geology and archaeology reports, and/or recommendations, habitat evaluation or restoration recommendations or plans, grading calculations, 3D renderings, mock-ups or models, and section elevations. Should these become a requirement for review and approval, these services would be provided as an additional service as agreed upon at the time of such requirement based on an estimate of hours and rates per the attached rate schedule. Revisions to the Project due to changes in the scope of work, inconsistencies with prior directions or approvals given by the COUNTY, program or budget, and the preparation of additional alternatives not described under the scope of work will also be considered an additional service.

Detailed Breakdown of Landscape Architectural Services

1306

for
Santa Cruz County POSCS

for
Master Plan Services for Pinto Lake County Park

Proposal No. 2000.25

Date: January 2001

BASIC SERVICES	Principal	Project Manager	Landscape Architect	AutoCAD Tech.	Biologist	Admin. Assist.
<i>Task One: Pre-Design Phase</i>						
1.a Attend one kick-off meeting with County	2.0	2.0				
1.b Prepare Gantt Chart schedule		2.0				
1.c Prepare minutes from above meeting and deliver		2.0				1.0
1.d Collect existing topographic and boundary survey	2.0	2.0		12.0		
1.e Visit site for visual analysis	3.0	3.0	3.0			
1.f Prepare opportunities and constraints map	2.0	6.0		12.0		
1.g Review analysis information and documents	2.0	2.0				
1.h Prepare minutes from above meeting and deliver		2.0				1.0
1.i Prepare final graphic analysis drawing	1.0	3.0		8.0		
Task One Total	12.0	24.0	3.0	32.0	0.0	2.0
<i>Task Two: Programming Phase</i>						
2.a Conduct first public outreach meeting	6.0	6.0	3.0			
2.b Prepare minutes from above meeting and deliver		2.0				
2.c Meet with County staff to synthesize information	3.0	3.0				
2.d Prepare minutes from the above meeting and deliver		3.0				1.0
2.e Update Gantt Chart schedule		1.0				
2.f Prepare final draft written goal statement and program	2.0	6.0				
2.g Review final draft goal statement and program	2.0	2.0				
2.h Prepare minutes from above meeting and deliver		2.0				1.0
2.i Prepare final goal statement and program	1.0	4.0				
Task Two Total	14.0	29.0	3.0	0.0	0.0	2.0
<i>Task Three: Conceptual Design Phase</i>						
3.a Prepare two conceptual plan alternatives	12.0	24.0		40.0		
3.b Prepare preliminary cost estimates	2.0	8.0		16.0		
3.c Present conceptual plan alternatives/estimates	2.0	3.0				
3.d Prepare minutes from above meeting and deliver		2.0				1.0
3.e Attend second community outreach meeting	5.0	5.0	3.0			
3.f Prepare minutes from above meeting and distribute		3.0				1.0
Task Three Total	21.0	45.0	3.0	56.0	0.0	2.0

\$5,732

\$3,408

\$10,058

Detailed Breakdown of Landscape Architectural Services

307

for
Santa Cruz County POSCS

for
Master Plan Services for Pinto Lake County Park

Proposal No. 2000.25

Date: January 2001

BASIC SERVICES	Principal	Project Manager	Landscape Architect	AutoCAD Tech.	Biologist	Admin. Assist.
Task Four: Master Plan Phase						
4.a Prepare preliminary master plan	3.0	16.0		24.0		
4.b Meet with County staff up to three times	4.0	4.0				
4.c Update cost estimate	1.0	1.0		4.0		
4.d Update Gantt Chart schedule		1.0				
4.e Present preliminary master plan	2.0	3.0				
4.f Prepare minutes of above meeting and deliver		2.0				1.0
4.g Prepare draft master plan	3.0	10.0		16.0		
4.h Update cost estimate	1.0	3.0		3.0		
4.i Review draft master plan	2.0	2.0				
4.j Present draft master plan	2.0	2.0				
4.k Incorporate final modifications into final master plan		4.0		4.0		
Task Four Total	18.0	48.0	0.0	51.0	0.0	1.0
Project Totals for In-house Staff						
Hours:	65.0	146.0	9.0	139.0	0.0	7.0
Rate:	\$110	\$88	\$74	\$62	\$88	\$47
Extension:	\$7,150	\$12,848	\$666	\$8,618	\$0	\$329
Total SSA Landscape Architects. Inc. Fee:						29611
Reimbursable Expenses						
Estimated Reimbursable Expenses	\$2,000					
\$2,000 Multiplier 1.10						
Total Project Design, Construction Documents and Construction Phase Services Fees						

\$9,413

\$29,611

\$2,200

\$31,811

The above breakdown represents our best estimate at this time and may change subject to future developments during the Project. It is possible that some of the estimated manpower requirements for specific task items may increase, while others may not require the entire anticipated effort. This provides UP a greater degree of confidence in the overall Project estimate, rather than in any given task.

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COUNTY OF SANTA CRUZ
REQUEST FOR APPROVAL OF AGREEMENT

0308

TO: Board of Supervisors
County Administrative Officer
County Counsel
Auditor-Controller

FROM: Parks, Open Space & Cultural Services (Dept.)
Clint Mearns (Signature) 1-31-01 (Date)

The Board of Supervisors is hereby requested to approve the attached agreement and authorize the execution of the same.

- Said agreement is between the County of Santa Cruz (Agency) and SSA Landscape Architects Inc., 303 Potrero St. Suite 40-C, Santa Cruz, CA 95060 (Name & Address)
- The agreement will provide Landscape architectural master planning services for revision of -Pinto Lake Master Plan
- The agreement is needed because the County cannot provide the services
- Period of the agreement is from November 1, 2001 to until work is completed
- Anticipated cost is \$ \$31,811.00 (Fixed amount; Monthly rate; Not to exceed)
- Remarks: _____
- Appropriations are budgeted in 191138 (Index#) 6610 (Subobject)

NOTE: IF APPROPRIATIONS ARE INSUFFICIENT, ATTACH COMPLETED FORM AUD-74

Appropriations are available and have been encumbered. Contract No. 01-312345 Date 1
are not will be encumbered.
GARY A. KNUTSON, Auditor - Controller
By [Signature] Deputy.

Proposed reviewed and approved. It is recommended that the Board of Supervisors approve the agreement and authorize the Director of County Parks to execute the same on behalf of the County of Santa Cruz (Agency).
County Administrative Officer

Remarks: _____ (Analyst) By [Signature] Date 2/4/01

Agreement approved as to form. Date _____

Distribution:
Bd. of Supv. - White
Auditor-Controller - Blue
County Counsel - Green *
Co. Admin. Officer - Canary
Auditor-Controller - Pink
Originating Dept. - Goldenrod
*To Orig. Dept. if rejected.
44
ADM - 29 (6/95)

State of California)
County of Santa Cruz) ss
I _____ ex-officio Clerk of the Board of Supervisors of the County of Santa Cruz,
State of California, do hereby certify that the foregoing request for approval of agreement was approved by
said Board of Supervisors as recommended by the County Administrative Officer by an order duly entered
in the minutes of said Board on _____ County Administrative Officer
_____ - 19 _____ BY _____ Deputy Clerk