

BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

For meeting of: **October 19, 2021**

TO: Honorable Mayor and City Council

VIA: Matthew Chidester, Deputy City Manager

FROM: John Doughty, Public Works Director
Matthew Chidester, Deputy City Manager

TITLE: SMITH FIELD SITE ASSESSMENT AND MASTER PLAN

RECOMMENDATION:

Adopt a resolution:

- 1) Amending the Capital Improvement Program FY 2021-22 to FY 2025-2026 (CIP) by adding the Smith Field Site Assessment and Master Plan Project as a “funded” programmed project for FY 2021-22;
- 2) Amending the FY 2021-22 Capital Budget by allocating \$200,000 from the Parkland In-Lieu Fees (Fund 125) to the Smith Field Site Assessment and Master Plan Project to support completion of site assessment and facilities master plan including architectural, civil and environmental work;
- 3) Authorizing the City Manager to execute a contract with Gates +Associates in the amount of \$79,750 for preparation of the Smith Field Park Facilities Master Plan; and
- 4) Authorizing the City Manager to execute a contract with Freyer & Laureta, Inc. in the amount of \$66,300 for civil engineering and cost estimating in support of the Smith Field Park Facilities Master Plan.

FISCAL IMPACT:

Staff is requesting authorization to move \$200,000 from Parkland In-Lieu Fees (Fund 125) to the currently unfunded Smith Field Site Assessment and Master Plan Project to support consultant services including architectural, civil and environmental. On September 17, 2021, the City Council authorized staff to proceed with solicitation of proposals for preparation of a Facilities Master Plan based upon a credible donor interest in funding significant improvements at Smith Field Park. Completion of this work will provide a basis for establishing a commitment of funding from the donor.

STRATEGIC ELEMENT:

This action supports the *Infrastructure and Environment* and *Public Safety Elements* of the Strategic Plan.

BACKGROUND:

In late June of this year, following adoption of the FY 2021-22 Budget, the City was approached regarding a potential donor's desire to fund significant improvements at Smith Field Park. Notably, the donor indicated a desire to construct paved access and parking to serve the Park, as well as potentially other improvements, depending on the cost and timing of construction. Wanting to be responsive to opportunities to collaborate and utilize outside funding sources as they become available, staff has been working with the donor, through Half Moon Bay Little League, on a plan to explore the mutually desired improvements, which would include the initial development of a master plan for Smith Field Park. Had this offer been received earlier, it is likely that staff would have recommended inclusion of the facilities master plan in the FY 2021-22 Capital Budget.

On September 17, 2021, the City Council, by motion, authorized staff to commence developing scopes of work and solicit cost proposal(s) for preparation of a Facilities Master Plan for Smith Field Park.

In response to Council direction, Staff has solicited informal bids from landscape architectural and civil engineering firms. Staff also met with SWCA to discuss and scope biotic and CEQA work with SWCA. Staff has authorized SWCA to review the 2014 WRA Biological Resource Evaluation and Wetland Delineation, conduct a one-day field verification and prepare a draft biotic constraints map.

DISCUSSION:

Staff is requesting City Council approval of funding and professional services agreements to complete existing conditions assessment, community/stakeholder outreach, conceptual level planning and design of Smith Field Park and preparation of a facilities master plan and conceptual level cost estimates. The Master Facilities Plan will include particular emphasis on parking, access, stormwater and accessibility improvements. The master plan process is a first step in the design, environmental review and permitting process. In parallel, City staff will work with the Half Moon Bay Little League to further refine the donor proposal.

As noted earlier, staff has solicited informal proposals from landscape architectural and civil engineering firms. The City received proposals from five landscape architectural and architectural firms. Those proposals were reviewed by the Public Works Director (Project Manager), the Deputy City Manager and City Engineer. The group is unanimously recommending Gates + Associates. The firm, based in Walnut Creek, has prepared similar master plans throughout the Bay Area. The firm was also a subconsultant on the drafting of the City's Parks Master Plan. The cost of the proposal comes to a total not-to-exceed amount of \$79,750.

The City Engineer directly solicited and received informal proposals from three (3) civil engineering firms. The three firms, BKF Engineers, Nichols Consulting Engineers and Freyer & Laureta, Inc. provided letter proposals for topographic survey and conceptual design services for the project. After review, Freyer & Laureta, Inc. (F&L) was selected to provide the needed services

to understand the site conditions and provide the concept-level engineering design needed for the project. The cost of the proposal comes to a total not-to-exceed amount of \$66,300.

The requested budget includes funding for biotic assessment by SWCA in support of the master planning process. The scope and total cost of this work is dependent upon results of initial review of prior study and the limits of potential expansion/enhancements at the park. Work currently is within the signature authority of the City Manager. Additional funding and scope may require subsequent approval by the City Council. Additional funding and scoping will likely be necessary should the City choose to pursue the Coastal Development Permit for the Project.

Staff also anticipates returning to City Council in the coming months to discuss potential allocation of funding to complete design of the water line extension in Wavecrest Road to serve Smith Field Park. Location and construction timing of the water line will be important in final design and implementation of the master plan. This project is included in the CIP but is not funded in FY 2021-22.

ATTACHMENTS:

1. Resolution
2. Smith Field Concept Call to Request for Proposals
3. Smith Field Project Page
4. Amended 1-Year CIP