

**CITY OF ALBANY  
CITY COUNCIL AGENDA  
STAFF REPORT**

Agenda Date: May 16, 2005  
Reviewed by\_\_\_\_\_

**Subject:** Contract with John Cahalan, Landscape Architect, for conceptual and preliminary design services for the Memorial Park Phase II, Terrace Park and Ocean View Park rehabilitation projects.

**Report By:** Melinda Chinn, Recreation & Community Services Director  
Rich Cunningham, Public Works Manager  
Bill Algire, Project Manager

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**RECOMMENDATION**

- 1) Approve resolution #05-27 accepting the recommendation of the Parks and Recreation Commission on the selection of John Cahalan, Landscape Architect, to provide conceptual and preliminary design services for the Memorial Park Phase II, Terrace Park and Ocean View Park rehabilitation projects; and
- 2) Authorize the City Administrator to execute a contract with John Cahalan, Landscape Architect for the performance of such work, for an amount not to exceed \$79,000.

**BACKGROUND**

On November 1, 2004, the Albany City Council approved the five-year Capital Improvement Plan (CIP). The CIP identifies various improvements to parks and recreation facilities that were recommended in the Master Plan for Parks, Recreation and Open Space, which was adopted on October 18, 2004.

In December 2004, staff requested letters of qualifications from 17 Landscape Architect firms for design services for the Memorial Park Phase II, Terrace Park and Ocean View Park rehabilitation projects. Ten qualified firms expressed interest in these projects. The top four firms were invited to submit a proposal and make a presentation to a review committee made up of staff and a member of the Parks and Recreation Commission. The top two finalist firms, John Cahalan, Landscape Architect, and Wolfe Mason Associates were asked to repeat their presentation to the entire Commission on April 14, 2005. After thoughtful consideration the Commission felt John Cahalan, Landscape Architect, was the best firm for this project because of its small size, and that John Cahalan himself would be the project leader and Principal-in-charge for the duration of the project. It was also thought that this would provide better attention to the City of Albany.

## **DISCUSSION**

The scope of work that will be performed by John Cahalan, Landscape Architect, includes evaluation of the infrastructure of each of the parks, conceptual and preliminary design concepts for the various site features that were identified in the Parks, Recreation and Open Space Master Plan, detailed estimates of probable construction costs for all site features, public meetings to review and discuss designs, and the preparation of conceptual and preliminary designs.

The agreement provides that only features for each park that can be completed within the available budget will proceed into the preliminary design phase as authorized by staff. Staff will return to the City Council for approval to proceed with final design plans and specifications and construction administration, once the features and estimated costs are approved with available budget. It will be necessary at that time to enter into an additional agreement for the second phase of the process, which will be to complete project specifications and drawings necessary for bidding and construction.

## **FINANCIAL IMPACT**

Funding for these services has been identified for each park project in the recently adopted CIP. For the three parks there is a total of \$200,000 allocated for planning and design. This allocation is sufficient to cover this contract in the amount of \$79,000. A balance of \$121,000 remains for second phase of the design services.

### Attachments:

Resolution #05-27

List of proposed park improvements