



**REPORT TO REDEVELOPMENT AGENCY
BOARD**

AGENDA ITEM

TO: REDEVELOPMENT AGENCY BOARD

DATE: February 17, 2009

SUBJECT: Analysis of Sites for Parking Garage and Courts Projects

Report in Brief

The Redevelopment Agency Board directed staff to consider acquisition of property in the Downtown that could accommodate the needs of a new Downtown Parking Facility and the Yolo Superior Courts consolidation. To proceed, staff requests authorization to further investigate the sites being considered for any problems and issues that will affect the value or appropriateness of the sites. This due diligence process includes, but is not limited to, examining environmental data for toxic and contamination problems, title issues, site constraints and conducting surveys for historic and cultural value. Staff also needs to identify and select a qualified firm to perform design and engineering work needed to prepare final construction plans.

This report requests that the Agency Board authorize the Executive Director to:

- 1) Release Request for Proposals and/or Requests for Qualifications for various consultants needed to conduct due diligence on sites being considered for purchase;
- 2) Establish a selection committee(s) to review the submittals, authorize the Executive Director to select the consultant firms based on the recommendations of the committee and execute contracts with the selected firms;
- 3) Appropriate up to \$325,000 in redevelopment bond funds to cover the consultant costs;
- 4) Amend the budget, take any other actions or execute any other documents necessary to complete the work as described herein; and
- 5) Adopt Agency Resolution No. _____ authorizing the work.

Background

Superior Courts Acquisition Process

Redevelopment Agency and Planning staff has been working with the Yolo Superior Court to identify sites suitable for the court expansion/consolidation and the location of a parking garage. The Yolo Superior Court anticipates the development of a new approximately 170,000 s.f. facility to

accommodate fourteen to sixteen courtrooms will be completed within the next five years. It is estimated that the new court facility will require about 480 ± parking spaces. Though no firm decisions have yet been made, it is anticipated that the State will provide up to approximately \$7 million for site acquisition for both the court site and the required parking site. The approval process for acquisition of the courts site will involve several parties including the State and the City and is likely to require a lengthy time period. However, the state officials have also informed staff that the funds cannot be used to help fund construction of a parking garage.

Based on this information, staff is working with the Administrative Office of the Courts (AOC) and local court officials to assemble the land required for the courts if a commitment can be secured wherein the State will reimburse the Agency for acquisition costs. In a meeting on January 12, Agency representatives explored the concept of developing a Memorandum of Understanding with the State that would formalize the reimbursement concept. While this concept remains under consideration, it is important that the Agency shows it is making progress on the acquisition of land for this project. Initiating the appraisals, implementing the balance of the due diligence and beginning discussions with the property owners would send a clear message to the State that the Agency is serious about keeping the courts in downtown Woodland.

Parking Garage Acquisition

Throughout the course of this project, it was anticipated that the development of the expanded superior courts and parking structure would be occurring at approximately the same time. However, staff believes that it may be appropriate for the Redevelopment Agency to move ahead independently in acquiring a garage site and secure the location within six to twelve months. This is a project that has long been supported by the City Council and there are redevelopment bond funds available. It would be appropriate to utilize the bond funds to get this project in position to receive grant funding. The closer the project gets to an actual construction start date, the more competitive it will be for state and federal grants.

Furthermore, as the Council/Agency Board is aware, the Agency has applied for federal funds through the Economic Development Administration (EDA). Based on recent discussions with EDA representatives, staff has been encouraged to apply for funds necessary to design and construct the parking garage. The availability of these funds may be contingent on the ability to build the facility quickly as part of the potential economic stimulus legislation. Under these conditions, the Agency would need to acquire a site, conduct required environmental studies and complete design and construction plans within a very short timeframe.

The sites listed in previous Closed Session meetings of the Agency Board held on January 6 and February 10, 2009 represented a combination of properties that staff believe may be needed to accommodate the parking garage, superior courts and a downtown cinema.

As a result of the January 6 meeting, the Clark-Wolcott Company, a real estate appraisal firm, was selected to conduct summary appraisals of some of the parcels. The appraisal work has been started and preliminary reports are expected within the next few weeks.

Discussion

To continue the momentum on the garage and courts projects, staff needs approval from the Agency Board to select consultants and specialists needed to continue the due diligence and acquisition process. Upon approval staff will solicit an environmental site assessment firm to conduct Phase I and Phase II if necessary site analysis, a historic preservation specialist to conduct the cultural and historic resources evaluation needed for the CEQA and NEPA process, a relocation consultant to estimate costs involved with acquisition of some of the parcels, and identify qualified firms that can prepare site plans and construction drawings for the project. There may be other consultants needed as more information becomes available.

The Agency's typical procurement process will be followed. The availability of the RFPs or RFQs will be advertised. Submittals will be evaluated by a selection committee comprised of staff with the appropriate technical backgrounds. A recommendation will be made to the Executive Director.

Fiscal Impact

To cover the costs of these technical studies, it is requested that \$325,000 of redevelopment bond funds be allocated to the project. The exact amount of funds needed will not be determined until the consultant proposals have been received and evaluated. Staff will also continue to search for other state and federal funds to assist the project. Staff is being careful to ensure that the procurement process is being done in accordance with federal regulations so that any costs incurred will be eligible to be reimbursed or qualify as a match to a federal grant.

Public Contact

The courts and garage projects have been discussed in publicly approved plans such as the Downtown Specific Plan for several years. Information about these projects and about the actions requested in this report has also been available through the posting of the City Council/Agency Board agenda.

Alternative Courses of Action

1. Authorize the Executive Director to:
 1. Release Request for Proposals and/or Requests for Qualifications for various consultants needed to conduct due diligence on sites being considered for purchase;
 2. Establish a selection committee(s) to review the submittals, authorize the Executive Director to select the consultant firms based on the recommendations of the committee and execute contracts with the selected firms;
 3. Appropriate up to \$325,000 in redevelopment bond funds to cover the consultant costs;
 4. Amend the budget, take any other actions or execute any other documents necessary to complete the work as described herein; and
 5. Adopt Agency Resolution No. _____ authorizing the work.
2. Cease further consideration of the actions described herein.

Recommendations for Action

Staff recommends that the Redevelopment Agency Board approve Alternative 1.

Prepared by: Cynthia Shallit
Redevelopment Manager

Reviewed by: Barry Munowitch, AICP
Deputy Director

Mark G. Deven
Executive Director

Attachments: Resolution
Draft RFPs and RFQs

AGENCY RESOLUTION NO. _____

**A RESOLUTION OF THE REDEVELOPMENT AGENCY OF
THE CITY OF WOODLAND AUTHORIZING RELEASE OF REQUESTS FOR
PROPOSALS OR QUALIFICATIONS TO CONDUCT INVESTIGATION OF
SITES CONSIDERED FOR THE COURTS AND GARAGE PROJECTS AND
ALLOCATING FUNDS FOR THOSE CONSULTANT SERVICES**

WHEREAS, the Agency wishes to support the development of the Superior Courts consolidation by constructing a parking garage; and

WHEREAS, the Agency has identified potential sites for a garage facility and a new court facility,

WHEREAS, appraisals are being conducted to determine the value of some of the sites that may possibly be developed, and

WHEREAS, it is necessary to further investigate the suitability of potential project sites, and

WHEREAS, site and building designs and construction specifications need to be prepared before the projects can be initiated.

NOW THEREFORE BE IT RESOLVED THAT the Redevelopment Agency Board authorizes the Executive Director to:

- 1) Release Request for Proposals and/or Requests for Qualifications for various consultants needed to conduct due diligence on sites being considered for purchase.
- 2) Establish a selection committee(s) to review the submittals authorize the Executive Director to select the consultant firms based on the recommendations of the committee and execute contracts with the selected firms,
- 3) Appropriate up to \$325,000 in redevelopment bond funds to cover the consultant costs, and
- 4) Amend the budget, take any other actions or execute any other documents necessary to complete this work.

I HEREBY CERTIFY THAT the foregoing resolution was duly and regularly adopted by the Redevelopment Agency of the City of Woodland, County of Yolo, State of California on the 17th day of February 2009 by the following vote:

AYES:

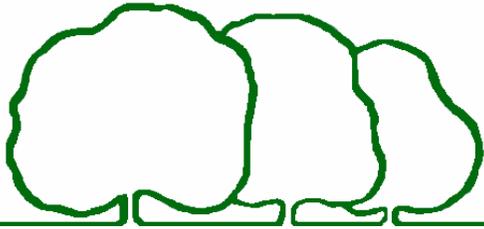
NOES:

ABSENT:

ABSTAIN:

Marlin H. (Skip) Davies, President

ATTEST: _____
Sue Vannucci, Secretary



City of Woodland

Request for Proposals

**Consulting Services for preparation of
Phase I/II Environmental Analysis, CIP
#08-**

February 17, 2009

Contents

	Page
Contents	2
Submittal Process & Requirements	3
Request for Proposals.....	3
Project Budget.....	Error! Bookmark not defined.
Compensation and Standard Consultant Agreement	7
Evaluation of Responses.....	7
Confidentiality and Public Records.....	7
Submittal Requirements	5
Selection Panel.....	Error! Bookmark not defined.
Insurance Requirements	6
Questions	9
Electronic Communication.....	9
Schedule	10
Evaluation and Selection Criteria	5

Submittal Process & Requirements

Dear Consultants,

Request for Proposals

The City of Woodland is requesting cost proposals from firms qualified to perform Phase I Environmental Site Assessments

SCOPE of WORK

The scope of work is should include, but is not .limited to, the following elements;

Performance of an on-site visit to view present conditions (chemical spill residue, die-back of [vegetation](#), etc) ; hazardous substances or petroleum products usage (presence of above ground or [underground storage tanks](#), storage of [acids](#), etc.); and evaluate any likely environmentally hazardous site history.

- Evaluation of risks of neighboring properties upon the subject property
- Review of Federal, State, Local and Tribal Records out to distances specified by the ASTM 1528 and AAI Standards (ranging from 1/8 to 1 mile depending on the database)
- Interview of persons knowledgeable regarding the property history (past owners, present owner, key site manager, present tenants, neighbors).
- Examine municipal or county planning files to check prior land usage and permits granted
- Conduct file searches with public agencies (State water board, [fire department](#), county health department, etc) having oversight relative to [water quality](#) and [soil contamination](#) issues.
- Examine historic [aerial photography](#) of the vicinity.
- Examine current [USGS](#) maps to scrutinize drainage patterns and [topography](#).
- Examine chain-of-title for Environmental Liens and/or Activity and Land Use Limitations (AULs).

Assessments may include records searches for the following information:

- Asbestos Containing Building Materials (ACBM)
- Lead-Based Paint

- Lead in Drinking Water
- Mold
- Radon
- Wetlands
- Threatened and Endangered Species
- Earthquake Hazard
- Vapor Intrusion

Agency staff can provide the following information:

Identification of the project sites.

Size of properties

Current improvements:

Aerial photo

Parcel lines

Compensation and Standard Consultant Agreement

The selected consultant(s) will be compensated in accordance with the terms of the City's standard consultant agreement (attached) on a time and materials basis. Final scope, schedule and fees will be negotiated after the conclusion of the selection process. The selected consultant(s) will be paid on a monthly basis for services rendered.

Please provide comments on the agreement language with your submittal. If no comments are provided, then the presumption will be that the standard agreement is acceptable as presented. Note that the consultant's statement of qualifications will be referenced as the basis for their standard of practice in providing these requested services.

Evaluation of Responses

Candidates will be evaluated based on professional excellence, demonstrated competence in providing professional project management services. Consultants will also be evaluated based on a range of factors, including but not limited to, experience with similar projects, capacity to provide timely and quality responses to work requests, performance record with other agencies, etc. The City reserves the right to use all information at its disposal in determining the degree to which any prospective consultant meets the aforementioned criteria.

The City reserves the right to extend the schedule and/or introduce additional steps in order to fairly and objectively review and rank the consultant responses. In the event we do need to modify the process, notice will be given via email.

Confidentiality and Public Records

Until publication of the list, the City will hold all responses in confidence and they will not be available for public review. Upon award of the contracts to the successful teams, the City will consider all responses and communications as public records. No response documents will be returned to the firms.

Change of Ownership, Downsizing

In the event that a consultant entity on the list goes through a change of ownership or downsizes its capacity or loses specific/unique experience (personnel) during the one to four year period of time, the firm must submit a revised SF 330 plus any other required submittal documents to the City. The change of ownership, downsizing or loss of specific/unique experience will be additional factor(s) for consideration during evaluation of a proposal to provide services for a specific project.

Submittal Requirement

If you are interested in responding to this RFQ, please send four originals of the following information to Michael Karoly, Senior Civil Engineer, City of Woodland Public Works Department, and 300 First Street, Woodland, CA 95695. Also submit the following information in electronic format as a *.PDF file (or other non-proprietary format or Microsoft office files) on a CD.

1. Letter of Interest or Cover Letter (1 page)
2. Description of or resumes of firm's technical expertise (1 page)
3. Description of past experience (1)
4. Project Schedule showing all tasks and dates of major milestones(1-2 pages)
5. Detailed budget showing hours of work for each task and hourly rate. (1 page).

Submittals are limited 6 pages. Any additional information will be discarded

This information must be received at **300 First Street by 4:00 p.m. in the City Clerk's office, Friday, March 17, 2009.** Late submittals will not be accepted.

Selection Panel

An Agency selection panel will review the proposals and rank them. The committee will be comprised of:

Planning Director
Sr. Planner
Senior Engineer
Redevelopment and Housing Manager

Associate Housing Analyst

The top 1-2 firms may be invited for an interview, if the committee so desires. Depending on the nature of the services and the submitted proposals, the City reserves the right to make a selection after the conclusion of the ranking of the written proposals. This RFP does not commit the Agency to pay any costs incurred in the preparation and presentation of submittals nor does it obligate the Agency to select any interested firm which responds

Insurance Requirements

The following insurance requirements must be met by the selected consultant:

- A. Worker's Compensation and employer's Liability as prescribed by applicable law.
- B. Comprehensive General Liability Insurance (Bodily Injury and Property Damage) in the amount of \$1,000,000 per occurrence and annual aggregate.
- C. Automobile bodily injury and property damage liability insurance, the limits of which shall not be less than \$1,000,000 per occurrence.
- D. Agency shall be named as an additional insured on all of the above policies.
- E. Design Professional Liability Insurance covering negligent acts, errors or omissions of Consultant, the limits of which shall be \$1,000,000.

Evaluation and Selection Criteria

The evaluation and selection process will be based on the criteria and weights as presented in the following Table.

SELECTION CRITERIA AND WEIGHTS

Criteria	Weight	Scores	Weighted Scores
Responsiveness to the RFP	10%		
Cost/ budget	15%		
Professional Experience	15%		
Public Agency Project Work	15%		
Consultant Team & Organization	15%		
Project Schedule	15%		
References ¹	15%		
Total	100		

Compensation and Standard Consultant Agreement

The selected consultant(s) will be compensated in accordance with the terms of the Agency’s standard consultant agreement (attached). Final scope, schedule and fees will be negotiated after the conclusion of the selection process. The selected consultant(s) will be paid on a monthly basis for services rendered.

Please provide comments on the agreement language with your submittal. If no comments are provided, then the presumption will be that the standard agreement is acceptable as presented. Note that the consultant’s statement of qualifications will be referenced as the basis for their standard of practice in providing these requested services.

Evaluation of Responses

Candidates will be evaluated based on the criteria listed above

The Agency reserves the right to extend the schedule and/or introduce additional steps in order to fairly and objectively review and rank the consultant responses. In the event we do need to modify the process, notice will be given via email.

Confidentiality and Public Records

Until publication of the list, the Agency will hold all responses in confidence and they will not be available for public review. Upon award of the contracts to the successful teams,

¹ City may choose to check references on the short listed consultants only.

the Agency will consider all responses and communications as public records. No response documents will be returned to the firms.

Questions

If you have any questions regarding the project work, please contact Cynthia Shallit, Cynthia.shallit@cityofwoodland.org at (530) 661-5815. Requests for information are preferred through emails.

Electronic Communication

It is the Agency's intent to take advantage of electronic communications. Please submit contact information (name, phone, firm, email) upon receipt of this letter. The Agency will create a list of consultants and email any questions, clarifications or addenda to all interested consultants.

Sincerely,

Cynthia Shallit, Redevelopment and Housing Manager
Cynthia.shallit@cityofwoodland.org

(530) 661-5815

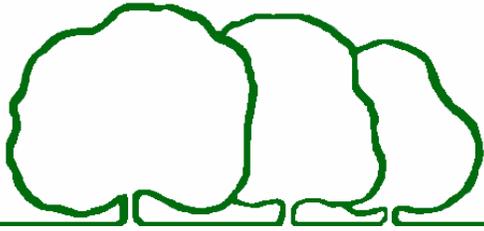
Attachments:
[Standard Form of Consulting Services Agreement](#)

Schedule

The following is the procurement schedule of the SOQ for the City to select and establish the shortlist of consultants.

SCHEDULE

Milestones	Date
Request for qualifications issued	February 18, 2009
Proposals due	March 17, 2009
Proposal review and evaluation	March 26, 2009
Consultant Interviews (optional)	
Determination of qualified consultant list	March 31, 2009
Execution of contract	April 15, 2009
Start of work	April 16, 2009



City of Woodland

Request for Qualifications

**Consulting Services for preparation of
Cultural Resources Assessments**

February 17, 2009

Contents

	Page
Contents	2
Submittal Process & Requirements	3
Request for Qualifications	3
Compensation and Standard Consultant Agreement.....	3
Evaluation of Responses	4
Confidentiality and Public Records.....	4
Change of Ownership, Downsizing	4
Submittal Requirement	5
Selection Panel.....	5
Insurance Requirements	5
Questions.....	6
Electronic Communication	6
Schedule	7
Evaluation and Selection Criteria	8

Submittal Process & Requirements

Dear Consultants,

Request for Qualifications

The City of Woodland is requesting a statement of qualifications from firms qualified to prepare cultural resources assessments. The City is seeking a consultant to prepare assessments on a concurrent basis for multiple sites located within developed areas of the City. Each of the sites ranges from 1 to 2.5 acres in size and contains one or more structures. The general scope/organization of the assessments would include the following elements.

1. Project Description and Location
2. Environmental Setting
 - a. Existing Environment
 - b. Paleoenvironment
 - c. Historic Land Changes
3. Cultural Setting
 - a. Prehistory
 - b. Ethnography
 - c. Regional History
4. Results of the Records and Literature Search
5. Native American Consultation
6. Methodology and Results of the Field Survey
 - a. Methodology
 - b. Survey Results
7. Potential Impacts of the Proposed Project
 - a. Impact Evaluation Criteria
 - b. Site Evaluation
 - c. Potential Project Impacts
 - d. Recommendations and Mitigation Measures

Compensation and Standard Consultant Agreement

The selected consultant(s) will be compensated in accordance with the terms of the City's standard consultant agreement (attached) on a time and materials basis. Final scope, schedule and fees will be negotiated after the conclusion of the selection process. The selected consultant(s) will be paid on a monthly basis for services rendered.

Please provide comments on the agreement language with your submittal. If no comments are provided, then the presumption will be that the standard agreement is acceptable as presented. Note that the consultant's statement of qualifications will be referenced as the basis for their standard of practice in providing these requested services.

Evaluation of Responses

Candidates will be evaluated based on professional excellence, demonstrated competence in providing professional project management services. Consultants will also be evaluated based on a range of factors, including but not limited to, experience with similar projects, capacity to provide timely and quality responses to work requests, performance record with other agencies, etc. The City reserves the right to use all information at its disposal in determining the degree to which any prospective consultant meets the aforementioned criteria.

The City reserves the right to extend the schedule and/or introduce additional steps in order to fairly and objectively review and rank the consultant responses. In the event we do need to modify the process, notice will be given via email.

Confidentiality and Public Records

Until publication of the list, the City will hold all responses in confidence and they will not be available for public review. Upon award of the contracts to the successful teams, the City will consider all responses and communications as public records. No response documents will be returned to the firms.

Change of Ownership, Downsizing

In the event that a consultant entity on the list goes through a change of ownership or downsizes its capacity or loses specific/unique experience (personnel) during the one to four year period of time, the firm must submit a revised SF 330 plus any other required submittal documents to the City. The change of ownership, downsizing or loss of specific/unique experience will be additional factor(s) for consideration during evaluation of a proposal to provide services for a specific project.

Submittal Requirement

If you are interested in responding to this RFQ, please send four originals of the following information to Dan Sokolow, Associate Planner, City of Woodland Community Development Department, 520 Court Street, Woodland, CA 95695. Also submit the following information in electronic format as a *.PDF file (or other non-proprietary format or Microsoft office files) on a CD.

1. Letter of interest or cover letter that includes a statement of qualifications
2. Examples of projects completed
3. Resumes of key staff who will work on the City of Woodland's project
4. A separate sealed envelope containing hourly rates and other applicable fees. Note: This information does not constitute a bid. Separating the fee schedule ensures an objective review of the proposals before cost information is considered.

Submittals are expected to be concise, and limited to as few pages as possible. Lengthy submittals containing superfluous information may be penalized.

This information must be received at **520 Court Street by 4:00 p.m., Day, Month Day, 2009.** Late submittals will not be accepted.

Selection Panel

A City selection panel will review the proposals and rank them. Depending on the nature of the services and the submitted proposals, the City reserves the right to make a selection after the conclusion of the ranking of the written proposals and not conduct interviews. This RFQ does not commit the City to pay any costs incurred in the preparation and presentation of submittals nor does it obligate the City to select any interested firm which responds.

Insurance Requirements

The following insurance requirements must be met by the selected consultant:

- A. Worker's Compensation and employer's Liability a prescribed by applicable law.
- B. Comprehensive General Liability Insurance (Bodily Injury and Property Damage) in the amount of \$1,000,000 per occurrence and annual aggregate.
- C. Automobile bodily injury and property damage liability insurance, the limits of which shall not be less than \$1,000,000 per occurrence.
- D. City shall be named as an addition insured on all of the above policies.
- E. Design Professional Liability Insurance covering negligent acts, errors or omissions of Consultant, the limits of which shall be \$1,000,000.

Questions

If you have any questions regarding the project work, please contact Dan Sokolow, dan.sokolow@cityofwoodland.org, at (530) 661-5927. Questions by phone must be brief. Client meetings may be limited in number and duration due to workload issues. Requests for information are preferred through emails.

Electronic Communication

It is the City's intent to take advantage of electronic communications. Please submit contact information (name, phone, firm, email) upon receipt of this letter. The city will create a list of consultants and email any questions, clarifications or addenda to all interested consultants.

Sincerely,

Dan Sokolow
dan.sokolow@cityofwoodland.org
Associate Planner
(530) 661-5927

Attachments:
[Standard Form of Consulting Services Agreement](#)

Schedule

The following is the procurement schedule of the SOQ for the City to select and establish the shortlist of consultants.

SCHEDULE

Milestones	Date
Request for qualifications issued	February 24, 2009
SOQ due	March 10, 2009
SOQ review and evaluation	March 20, 2009
Consultant Interviews (optional)	April 2009
Negotiation of services for budgeted city projects	May 2009
City Council approval of consultant services agreement	June 2009

Evaluation and Selection Criteria

The evaluation and selection process will be based on the criteria and weights as presented in the following Table.

SELECTION CRITERIA AND WEIGHTS

Criteria	Weight	Scores	Weighted Scores
Responsiveness to the RFQ	10%		
Professional Capacity & Location	15%		
Professional Experience	15%		
Public Agency Project Work	15%		
Consultant Team & Organization	15%		
City of Woodland System Experience & Knowledge	15%		
References ¹	15%		
Total	100%		

¹ City may choose to check references on the short listed consultants only.