



## **STAFF REPORT TO THE CITY COUNCIL**

**DATE:** Regular Meeting of September 23, 2025

**TO:** Mayor and Members of the City Council

**VIA:** Dante Hall, City Manager

**SUBMITTED BY:** Glenn Dombeck, Public Works Director

**SUBJECT:** Amendment to the City's January 23, 2024, Professional Services Agreement with Gates & Associates, Inc. to provide Building Permit Submittal and Electrical Engineering Design Services for the Refugio Valley Park Picnic Area and Shade Structure Improvement Project

### **RECOMMENDED ACTION:**

Adopt a resolution authorizing the City Manager to execute an amendment to the City's January 23, 2024, Professional Services Agreement with Gates & Associates, Inc., to provide building permit submittal and electrical engineering design services for the Refugio Valley Park Picnic Area and Shade Structure Improvement Project, increasing the cost by \$13,743 to a total of \$90,193.

### **BACKGROUND:**

The City is in the process of finalizing construction documents for a park improvement project consisting of the construction of shade structures at Refugio Park. This work will be included in a single construction contract that will occur later in fiscal year (FY) 2025-26, addressing renovation of the basketball court, playground equipment, and surfacing at Foxboro Park. The bundling of these projects into a single construction contract will improve economies of scale for the work by consolidating the bidding process and contractor mobilization.

The need for the shade structures stems from the removal in summer 2023 of approximately 40 eucalyptus trees in Refugio Park due to public safety concerns from falling branches. The trees were concentrated in the highest-use areas, including the parking lot and adjacent picnic tables as well as the children's play area (See Figure 1).

The removal work was performed in accordance with a certified arborist's report. Approximately 70 new trees have been planted to replace the 40 trees removed, including new locations around the northeast side of the walking trail.

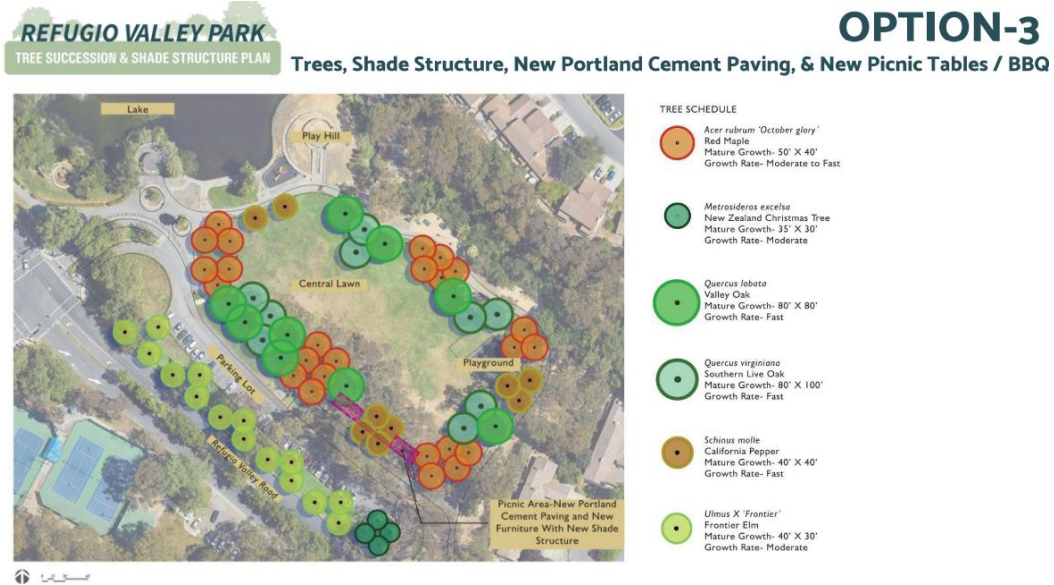
Gates & Associates, a landscape architecture firm on the City's pre-qualified vendor list, was subsequently secured to assist with developing a succession plan for the trees that had been removed and the shade they provided. Public input was solicited through a survey in the development of conceptual alternatives. At the October 24, 2023, meeting, City Council selected Alternative 3, consisting of the tree replanting work that has already been implemented and the following new features (See Figure 2):

- Providing attractive Hip Roof shade structures at each of the 2 picnic table locations (See Figure 3).
- Replacing the picnic area surface with Portland cement concrete (i.e. similar to sidewalks) and installing new picnic tables and barbeques.

**Figure 1. Location of Trees removed in Summer 2023**



**Figure 2. Alternative 3 Selected for Design**



**Figure 3. Typical Shade Structure and Concrete Picnic Area**



## ANALYSIS:

A number of options, types, and vendors for shade structures were reviewed by staff. Two Ross Recreation Equipment, Inc. Mesa Classic Recreation Model structures with dimensions 20-ft by 30-ft were selected on the basis of their use and performance at previous park improvements. This option was presented to the public during the community outreach process, which was approved as the preferred option.

The shade structure equipment has a 16 to 20-week lead time for manufacturing following approval of submittals. In order to reduce impacts to the construction schedule, staff recommends that the shade structure equipment be pre-purchased by the City. A purchase order for the shade structure equipment has been drafted for a total cost,

including taxes and shipping, of \$67,181.50. Council approval is not needed to execute this public works construction contract for equipment pre-purchase. The City-furnished shade structure equipment will be installed by the Contractor eventually awarded the project.

Additional scope is needed for the design consultant to obtain the structural calculations and engineering submittals for the shade structures from the vendor, which are needed to prepare the building permit application.

Additional electrical engineering design is also needed to provide power to new irrigation equipment at the existing restroom, valves, and flow sensor. The original scope included a traditional irrigation system, which included a flow sensor, master valve, new controller, and wiring upgrades installed within the existing restroom against the pond. However during design, it was discussed that the irrigation updates required would require trenching across the park, under the existing walkways, and into the concrete restroom building which would be a challenge. As an alternative a wireless irrigation system was proposed which requires independent power sources for the flow sensor/ master valves, irrigation valves, and controller to communicate wirelessly without the need to trench across the park/ paving/ restroom building. This change in design direction required the addition of an electrical engineering subconsultant for the project as the team only included a civil engineering subconsultant prior.

The overall project is categorically exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15301, Existing Facilities, which consists of the operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing public or private structures, facilities, mechanical equipment, or topographical features, involving negligible or no expansion of existing or former use. The Council's current action – approval of this contract amendment – is not a project pursuant to CEQA Guidelines section 15378 because it is an administrative action that does not authorize any construction activities, and there is no possibility for any environmental impacts.

#### **FISCAL IMPACT:**

The Adopted FY 25/26 Capital Improvement Program (CIP) includes \$537,917 in General Fund/Capital Reserves and \$170,000 of Community Development Tax funds allocated for the park improvement project at Refugio Valley Park. This funding amount is sufficient to cover the cost of this contract amendment as well as the shade structure pre-purchase and to fully fund the remaining construction and construction management activity, which is estimated to cost roughly \$550,000 (not including the shade structure equipment).

**ATTACHMENTS:**

Attachment 1 - Resolution

Attachment 2 - Amendment No. 1 to the January 23, 2024, Professional Services Agreement with Gates & Associates, Inc.