



DATE: October 16, 2023

TO: Mayor and Members of the City Council

VIA: Stefan Chatwin, City Manager

FROM: Derek Schweigart, Parks and Recreation Director
Andrew Brozyna, Public Works Director
Justin Lai, Public Works Senior Civil Engineer
Amy Zhou, Public Works Assistant Civil Engineer

DEPARTMENT: Parks and Recreation
Public Works

SUBJECT: AWARD OF A SOLE SOURCE PROFESSIONAL SERVICES
AGREEMENT TO VERDE DESIGN, INC. IN THE AMOUNT OF
\$49,800 TO PROVIDE PROFESSIONAL DESIGN SERVICES,
BIDDING SUPPORT, AND CONSTRUCTION SUPPORT FOR CIP
301-712 EDGEWATER PARK SOFTBALL AND SOCCER
SYNTHETIC RESURFACING (2023-2024)

RECOMMENDATION

It is recommended that the City Council adopt the attached resolution authorizing:

1. The Mayor to execute an agreement with Verde Design, Inc. in the amount of \$49,800 for professional engineering services for the CIP 301-712 Edgewater Park Softball And Soccer Synthetic Resurfacing (2023-2024); and
2. The establishment of a contingency in the amount of \$5,000 with authorization given to the City Manager or his designee, to execute contract amendments up to the contingency amount.

EXECUTIVE SUMMARY

The Edgewater Park Softball and Soccer Synthetic Resurfacing (Project) (CIP 301-712) consists of the resurfacing of the existing synthetic turf field at Edgewater. Due to the field's usage and remaining useful life, the turf surface needs to be replaced. Verde Design, Inc. (Verde) has previously performed work within Foster City on several of the sports fields and parks, including the original design of the Edgewater synthetic turf field in 2014 and the synthetic turf resurfacing of the Sea Cloud Park S4 field in 2023. The City is requesting Verde Design, Inc. be awarded the design contract for the project based on their past work in Foster City and qualifications.

Existing funding of \$900,000 is available for design and construction of this project. The City Council action will allow staff to award the project for design with anticipation of the construction starting spring 2024. Construction is anticipated to take 45 calendar days. Edgewater Park is a popular recreation facility in the City and is used frequently by several youth and adult sport organizations.

BACKGROUND/ANALYSIS

The Project was developed based on the current condition of the synthetic turf field at Edgewater Park. The synthetic softball and soccer field was installed in FY 2013-2014 and needs to be resurfaced to maintain the integrity of the highly used field. Synthetic fields usually have a 10-year life span, and it is recommended that they are resurfaced in order to extend the overall life of the field. At a certain point, the entire field will need to be replaced due to the subsurface or drainage needing to be replaced. For this project, the subsurface is still in good condition and will likely only require minor repairs.

Verde Design, Inc. is the leader in sports field design in California, largely due to their commitment to their clients. To that end, they have repeatedly demonstrated their understanding of the Foster City Parks and Recreation staff, community input, and youth sports field layout needs and product design guidelines. Their communication with staff has always been respectful, responsive, open, and honest, with their resulting work product reflecting their emphasis on the best outcome with the Foster City community in mind.

Verde's unmatched knowledge of sports field design, coupled with the technical construction documentation and oversight, has allowed the City to deliver successful CIP projects at Sea Cloud S3 and S4, Catamaran and Port Royal Parks in the past, including the original design of the Edgewater synthetic turf field in 2014 and the synthetic turf resurfacing of the Sea Cloud Park S4 field in 2023. Verde has years of experience with a variety of field types and can provide technical knowledge on current products. During the 2023 S4 synthetic turf resurfacing project, Verde provided valuable

insight to staff that helped transition the field from rubber infill to olive pit infill. Verde Design, Inc. repeatedly worked in advance of all projects to assess the feasibility of potential project sites, identify potential project challenges, and create preliminary budgets. After the projects were completed and construction work finished, they were present to assist in post project walk throughs, evaluations, and to assist staff in addressing warranty items. They have been an advocate for the City in addressing components on warranty with our field turf vendors. Based on their past work and familiarity with Foster City Parks, it is recommended they perform the design on this Project.

Section 3.04.140(B)(2) of the Foster City Municipal Code requires that the City Council authorize the issuance of a request for qualifications or proposals (RFP or RFQ) for contracts for architectural and engineering services, services estimated to exceed \$50,000, or alternatively, to authorize a department head or the City Manager to negotiate directly with a single provider. Staff believes that Verde is uniquely qualified to provide design and engineering work for the synthetic resurfacing installation at Edgewater Park, given their experience during previous projects and for this reason staff requests that the City Council authorize award of a contract to Verde directly rather than calling for issuance of RFPs or RFQs.

If approved, the contract would call for the following timeline:

Estimated Timeline

Project Kick-Off	October 2023
Initial Design	October 2023 – November 2023
Final Design	December 2024
Authorization to call for bids	January 2024
Advertisement/Call for Bids	January 2024 – February 2024
Contract Approval and Award	February 2024 – March 2024
Pre-Construction Coordination	March 2024
Construction Start Date	April 2024

Alternatively, the Council could direct staff to issue an RFP and solicit proposals from other vendors, in addition to the proposal submitted by Verde. If the Council instructs, staff could return seeking authorization to enter into a contract after receiving responses to the RFP. This would likely push the project timeline back two to three months to allow time for the RFP to be issued, for vendors to submit responses, and for staff to evaluate the responses and the return to Council for contract award.

CEQA

Categorically Exempt pursuant to CEQA Guidelines Section 15061(b)(3) and 15301(c)
– Existing Facilities.

FISCAL IMPACT

The proposed fees in the amount of \$49,800 have been determined reasonable based on the scope of services. Additionally, a project contingency in the amount of \$5,000 or approximately 10% of the contract amount is recommended to pay for additional services to mitigate unforeseen tasks or for additional services that may be required. Funding in the amount of \$900,000 for CIP 301-712 is available in the City CIP fund.

CITY COUNCIL VISION, MISSION, AND VALUE/PRIORITY AREA

Facilities and Infrastructure

ATTACHMENTS:

Attachment 1 – Resolution
Attachment 2 – Agreement